

RESERVES TEMPLATE



BRANCH Victoria – Fred Whitehouse BC09

For the year ending December 31, 2023

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Reserved Equity - Advocacy (Branch) \$18,000	Support Advocacy initiatives such as REACH 338. Federal (3) and Provincial (5) election townhalls.	December 2026	Travel to support Advocacy activities \$1,000 per year 2024 & 2026 Townhall X 8 @ \$2,000 = \$16,000.	Board may spend up to \$1,000 per year on travel. Board may spend up to \$2,000 per event.
Reserved Equity – IT & Equipment \$24,000	Computers, and audio visual equipment purchases	Audio visual equipment by December 2024 Replace Treasurer’s laptop by 2026 Replace President’s and Secretary’s laptop by 2027 Replace Advocacy laptop by 2028 Webmaster laptop by 2029	Audio Visual equipment estimate is \$20,000 (sound system, wireless microphone, projection equipment). Replace Laptops for Treasurer, President and Secretary estimate future costs at 3 x \$1800 = \$5,400 2023/06/17 Purchased laptop for webmaster role \$1708.87 12/31/2023 increase by 308.87 to round to \$24,000	Board may spend up to \$20,000 for AV equipment. Board may spend up to \$1,800 per laptop.

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<p>Reserved Equity - Recruitment/ Communications</p> <p>\$7,500</p>	<p>Branch expenses incurred to support Recruitment initiatives</p>	<p>Fall 2028</p>	<p>Display backdrop \$2,500 Advertising campaigns \$5,000</p> <p>Reduced by \$5,000 by removing contribution to overall campaign of \$5000.00</p>	<p>Board may spend up to \$2,500 per backdrop.</p> <p>Board may spend up to \$5000 for advertising campaigns.</p>
<p>Reserved Equity Special Events</p> <p>\$20,000</p>	<p>Anniversary Activities (65th anniversary)</p>	<p>By December 2028</p>	<p>Event with meal subsidy \$12,000; Door prizes \$1,500; Tickets and promotion \$1,000; Entertainment & speakers fees \$5000 Rental \$1,500; 60th Ann branded specialty items and other misc. \$4,000</p> <p>Expenses of \$10,222.52 Ticket Sales of \$1,404.46</p> <p>Increase by \$3818.06 to return to \$20,000 after all expenses</p>	<p>Board may spend up to \$20,000 for the event.</p>

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<p>Reserved Equity – Training/Succession Planning</p> <p>\$25,000</p>	<p>Send one observer to National and Regional meetings.</p> <p>Training courses for positions for succession planning</p>	<p>2024 & 2026 & 2028: AMM Regional meetings</p> <p>2024, 2026: Training courses</p>	<p>2024, 2026, 2028 AMM observers (\$5000 per observer x 3 years = \$12,000) Regional meeting attendees (\$2,000 per year x3 years = \$6,000)</p> <p>2024, 2026 Training courses (\$2,000 per year X2 years = \$4,000)</p>	<p>Board may spend up to \$5,000 per year for AMM attendee.</p> <p>Board may spend up to \$2,000 per year for Regional/District meeting attendees.</p> <p>Board may spend up to \$2,000 per year for training.</p>
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Total Reserves: \$94,500.00