

# RESERVES TEMPLATE



BRANCH

**BC 15 – Prince George**

For the year ending December 31, 2023 approved at March 4, 2024 Board Meeting

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
<b>Special Events</b>  \$0	60 <sup>th</sup> Anniversary Tea	Used \$400 in 2023 (Oct 18)	Venue Rental \$195 Refreshments & supplies - \$282.44 Total \$477.44 The \$77.44 in excess of reserve is categorized as recruitment event expense	Board may use up to \$400 without additional approval
<b>Recruitment &amp; Communications</b>  \$1,200	Satellite Meetings to increase recruitment Smithers & Quesnel	By Dec 31, 2025 - <b>Amend date to 2025</b>	Venue Rental - \$100 Travel - \$600 Refreshments - \$500	Board may use up to \$1,200 per event without additional approval
<b>Advocacy</b>  \$700	Federal or Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$500	Board may use up to \$700 without additional approval
<b>IT &amp; Equipment</b> \$1,000	Purchase IT Equipment	By Dec 31, 2026 <b>Amend date to 2026</b>	Laptop = \$900 Eq = \$100	Board may use up to \$1,000 without additional approval
<b>Training &amp; Succession Planning</b>  \$3,400	Send one Branch Observer to AMM	By Dec 31, 2025 <b>Amend date to 2025</b>	Travel - \$1,200+100=\$1,400 Meals & Accom - \$2,000	Board may use up to \$3,400 without additional approval

**Total Reserves: \$6,300** Additional reserves available for Dec 31, 2023 year-end was \$616.26; allocated \$600.00

This Reserves Motion Template totalling \$6,300 was reviewed and an additional \$600 was allocated. Dec 31, 2023, reserves balances are: Special Events \$0 (used \$400 in 2023); Recruitment \$1,200; Advocacy \$700 (added \$200); Training \$3,400 (added \$300); and IT & Equipment \$1,000 (added \$100). Motion to approve this December 31, 2023 reserve template totalling \$6,300 made by Ben Wiebe, seconded by Eileen. Approved by consensus. **Keep numbers rounded off per Finance.**