BRANCH NAME & NUMBER: Prince George Branch BC15 YEAR ENDING December 31, 2024

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| **Name & Amount****(“amount” = “justify”)** | **Define****(To be used for)** | **Timeline****(To be used when, 3-5 yrs)** | **Justify Amount** **(actual dollar est. = “amount”)** | **Use/Transfer authority****(max. allowed per yr or activity)** |
| Reserved Equity- Advocacy (Branch)$700 | Federal or Provincial Election Town Hall | By Dec 31/27 | Venue = $400Refreshments = $300 | Board may use up to $700 without additional approval. |
| Reserved Equity – IT & Equipment$500 | Purchase IT Equipment | By Dec 31/27 | Laptop for Secretary (additional $500 to be added for y/e 2025) | Board may use up to $1000 without additional approval. |
| Reserved Equity- Recruitment & Communications$0 | Satellite meetings to increase recruitment Smithers & Williams Lake | By Dec 31/25 | Used $1200. $0 remaining. | Board may use up to $1200 without additional approval. |
| Reserved Equity – Training/Succession Planning$1800 | Send on Branch Observer to AMM 2026 | By Dec 31/27 | Flights = $1200Accommodations = $2000(additional $1400 to be added for y/e 2025) | Board may use up to $3200 without additional approval. |
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| $3000 Total |  |  |  |  |

**Total Reserves: $3000** Additional reserves made available for year ending December 31, 2024, $1205.00.

This Reserves Motion Template totalling $3000 was reviewed. December 31, 2024, Reserves balances before consideration of allocation: Advocacy $700; IT & Equipment $226; Recruitment $0; Training $869. Allocating $274 to IT & Equipment to bring the balance to $500 for 2025, with intent to allocate an additional $500 in 2026. Allocating $931 to Training/Succession Planning to bring balance to $1800 for 2025, with intent to allocate an additional $1400 in 2026. Motion to approve made by Marian Muir. Approved by consensus at February 24, 2025, board meeting. **Keep numbers rounded off per Finance.**