

<b>Document Title</b>	Financial Reserves Policy		
<b>Published</b>	August 2018	<b>Version</b>	4
<b>Date Approved by Board</b>	August 2018/October 2021/January 2024 CL		
<b>Effective From</b>	August 2018		
<b>Author</b>	Director of Finance and CEO		
<b>Member Consultation</b>	March 2024		
<b>Review</b>	Jan 2024 Director of Finance and CEO		
<b>Next Review Date</b>	March 2027		
<b>Change History</b>	In blue/red		

# SCOTTISH ARCHERY FINANCIAL RESERVES POLICY

## OBJECTIVES

1. The **Scottish Archery** Board recognises that funding for Scottish Archery is received both from its members in the form of annual subscriptions and from **sportscotland** in the form of **investment**. Whilst every ~~effect~~ **effort** is taken to increase funding from other sources it is understood that this can be extremely difficult to attain. As a result Scottish Archery is required to hold a level of financial reserves to cover any potential gap in funding from **sportscotland** and membership subscriptions should any need arise.
2. It is ~~also~~ appreciated that in order for the sport to grow significantly within Scotland there will require to be substantial investment in development and coaching to ensure that all participants receive the level of support necessary to allow them to stay within the sport and progress towards their maximum potential and aspirations.
3. The Board realises that to achieve this level of involvement and aspiration **this** will-require to be undertaken by paid staff. While it is anticipated that **some external** funding would be **required to meet all organizational aspirations**, the company would be responsible for employing such staff and with this comes certain statutory and financial obligations.
4. The Board considers that in order to ensure the smooth running of the company, to exploit and maximise potential opportunities as they arise and maintain our statutory and legal obligations Scottish Archery should maintain free reserves amounting to approximately the annual membership subscriptions received **or three months of overall staff salary costs (whichever is the greater)**.
5. The Board shall regularly review this reserves policy to ensure that it meets the continually changing requirements of the company and that **where considered appropriate by the Director of Finance and the Board** such financial reserves **may** be held in a separate **bank** account with as high an interest rate as available accepting that a withdrawal penalty may apply if funds so held are required earlier than anticipated.
6. This policy shall remain in force for a period of 3 years from date of publication and shall then be reviewed by the **appropriate Director ~~of~~ or member of staff and sanctioned by the Board**. Should changes in legislation or company operating circumstances dictate prior necessity, it shall be reviewed as required.