



# COUNCIL POLICY

## Reserve Funds – Objectives and Use

<b>Policy Number:</b>	PO116		
<b>Strategic Plan Objective</b>	Responsible Governance		
<b>Policy Owner:</b>	Director Corporate and Community Services	<b>File Number:</b>	16/14154[v3]
<b>Responsible Officer:</b>	Manager Financial Services	<b>Minute Reference:</b>	252/2020
<b>Date Adopted:</b>	11/11/2020	<b>Next Review Date:</b>	October 2025

### 1. POLICY OBJECTIVES

To define Council's objectives and use of cash backed reserves held for specific purposes in accordance with Council's Treasury Management Policy.

### 2. SCOPE

This policy applies to all Council employees responsible for expenditure of funds, management of Council's finances, cash and related policies, procedures and decision making regarding these matters.

### 3. DEFINITIONS

Nil

### 4. POLICY STATEMENT

That the objectives and uses of respective Reserve funds held at the LGFA, as determined by Council's Treasury Management Policy is as follows. .

#### a) 24 Hour At Call Account

Any surplus funds held by Council are transferred into this Reserve until required. This allows interest to be earned with these funds ultimately being returned to Council's main operating account for expenditure as required.

#### b) Open Space Reserve

To hold funds generated from Land Division approvals where a contribution is received from developers as a condition of approval. Required to be held in a specific fund established for this purpose under Section 198 (11) of the Planning, Development and Infrastructure Act. These funds will be utilised as deemed necessary for the purpose of acquiring or developing land as open space as endorsed by Council.

#### c) Minlaton RSL Trust Fund

Represents the balance of funds transferred from the Minlaton RSL to Council. These funds are generally used for cemetery plaques, funeral notices, ANZAC Day functions and any expenditure related to RSL or ANZAC legacy infrastructure in the Minlaton area as deemed appropriate by Council.

#### d) Erichsen Heritage Trust Fund

This trust was previously held by the District Council of Yorketown. Founder of the Trust, Ms Eleanor Witcombe created a new "Writer's Award", which is required to feature Yorke Peninsula, to encourage educational development and promotion of the Yorke Peninsula. The distribution of the funds from the trust are determined by

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the Erichsen Heritage Trust committee. This can include the distribution of funds deemed appropriate by the committee for Heritage focused projects in the Yorke Peninsula area.

**e) Curramulka RSL Trust Fund**

Represents the balance of funds transferred from the Curramulka RSL to Council. These funds are generally used for cemetery plaques, funeral notices, ANZAC Day functions and any expenditure related to RSL or ANZAC legacy infrastructure in the Curramulka area as deemed appropriate by Council.

**f) Warooka RSL Trust Fund**

Represents the balance of funds transferred from the Warooka RSL to Council. These funds are generally used for cemetery plaques, funeral notices, ANZAC Day functions and any expenditure related to RSL or ANZAC legacy infrastructure in the Warooka area as deemed appropriate by Council.

**g) Library Reserves**

Council maintains individual reserves for Community Libraries in Yorketown, Minlaton, Ardrossan and Central Yorke. The reserves ensure that Council is meeting its requirements under the grant funding agreement entered into with the State Government. The funds in reserve are the net surplus of the annual income and expenditure for each library each financial year. The funding agreement requires Council to allocate a minimum amount to be spent on the operations of each library every financial year. Any unspent funds are transferred to these reserves at year end for expenditure on libraries in future years.

**h) Community Wastewater Management Systems (CWMS) Reserves**

Council at certain points in time will maintain separate cash backed reserves for CWMS to segregate any funding provided by the LGA or other external organisations to undertake designs, upgrades, extensions, feasibility studies etc.

### **5. COMPLAINTS**

Complaints relating to this policy can be made in writing to Council's Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

### **6. REVIEW**

This policy will be reviewed every five (5) years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes, guidelines and policies. Elected members and relevant employees will have the opportunity to participate in the review process.

### **7. TRAINING**

Council is committed to providing training where required to ensure compliance with this policy.

### **8. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO139 Treasury Management Policy  
PO147 Complaints Policy

### **9. REFERENCES AND LEGISLATION**

Planning, Development and Infrastructure Act 2016 Section 198 (11)

### **10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Corporate and Community Services

**11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Reserve Funds – Definitions of Objective and Use	PO116	12/10/2005	08/06/2010
Reserve Funds – Objectives and Use	PO116	11/11/2020	October 2020