



Alton Climate Action Network

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[@AltonClimate](https://www.altonclimate.co.uk)

[@alton.can](https://www.altonclimate.co.uk)

Alton Climate Action & Network Core Costs and Reserves Policy

ACAN has grown rapidly in its first 4 years with 9 sub-groups using its bank account, insurance, zoom account, web site, newsletter and other services. It is therefore necessary to consider potential financial risks which might make it hard for us to continue with the services the various sub-groups provide. To address these risks, we have established the below reserves policy concerning our unavoidable core costs.

Approximate ongoing costs not covered by restricted (project specific) funding:

Insurance (including £10m public liability required by EHDC)	£750 per year
External examination of annual accounts	£600 per year
Zoom licence	£130 per year
General room hire	£300 per year
General leaflets	£500 per year
Website hosting	£150 per year
Annual care package for website	£165 per year
Necessary ad hoc changes to website	£100 per year
ACAN printer – paper, card and ink cartridges	£150 per year
Mailchimp (newsletter)	£300 per year
Total:	approx. £3,145 per year

How much do we need to hold in reserve? This should be enough to cover ongoing costs as above for one year in case the cost-of- living crisis causes donations to dry up.

An additional £500 should be held as contingency.

ACAN therefore aims to hold in reserve £3,645.

ACAN does not currently have any liabilities as regards staff or premises.

This Reserves Policy was agreed at the ACAN committee meeting dated Monday 13th June 2022 (updated July 2023, September 2023)

Signed:

Chair of Trustees Jennifer Griffiths

Treasurer Eleanor Hill