

Petersfield Community Association

Investment Policy

Petersfield Community Association exists as a registered charity in order to provide affordable accommodation/facilities to a very wide cross section of local organisations and user groups who provide social, educational and practical services to the Petersfield Community. Many of the users of the Community Centre in Love Lane, Petersfield are registered charities or small specialist groups who work on very tight budgets in order to continue to operate.

The Community Centre comprises a 'Nissen hut' structure plus extensions comprising of four function rooms, a kitchen and the usual offices. These are carefully maintained and well suited to purpose. However because of the age of the building (circa 1948) the maintenance budget is high and a financial reserve is invested to ensure that contingency funds are available to meet unexpected bills and maintain a cash flow throughout the year such that the Association remains financially solvent.

Independently approved annual accounts are produced at the public AGM each September and the Trustees of the Association meet approximately six times a year and review both the state of the operating account and the depth of the reserves. The Trustees set the policy for the fiscal management and continuity of the centre including the value and investment of the financial reserves.

The reserves are held in secure banks/institutions which are underwritten by the British Government. These include the major banks, Building Societies and the NS&I.

Ideally the level of reserves should cover a typical full year's operating costs. However due to the non linear expenditure of maintenance work, a minimum reserve of six months is maintained and is monitored against ongoing capital and revenue budgets.

Access to the reserves requires the signature of at least two of the authorised signatories.

Authorised signatories include the Chairman and Treasurer who is voted into office at the public AGM. Others may be appointed by the trustees.

The Trustees are responsible for ensuring that reasonable reserves are maintained and, if necessary, initiate actions to raise funds, these include;

- Fundraising activities
- Seeking local, national or lottery grants to support projects.
- Regulating hire charges to users

Adopted on: 29 January 2015

Last reviewed:.....