



STANDARD OPERATING PROCEDURE

ICAR Reserve Policy Statement (RPS)

Doc number	02_ADM_0008
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Date	30 th April 2020
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Latest review date	30 th April 2020

PURPOSE

PURPOSE OF RESERVE POLICY STATEMENT (RPS)

The Board has set this reserve policy which requires:

- Reserves be maintained at a level which ensures that ICAR's activity could continue during a period of unforeseen difficulty.
- A proportion and level of reserves to be set and be maintained in a readily realisable form.

SCOPE

ICAR Board, ICAR CE, ICAR Finance Sub-Committee, ICAR Admin Staff.

TERMS & DEFINITIONS

FSC – ICAR Board's Financial Sub-Committee

RESPONSIBILITIES

ICAR Board – to review and endorse the Reserve Level each year as proposed by the FSC

FSC – implement this SOP, determine the annual Reserve Level, submit it to the ICAR Board

CE – to provide the financial reports, information and recommend reserve levels to FSC

Admin - to assist CE to provide the financial reports, information for reserve levels



PROCEDURE

The calculation of the required level of reserves is an integral part of ICAR's and Service ICAR's annual planning, budget and forecast cycle.

It takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted.
- Planned activity level.
- Any other ICAR commitments.

The Finance committee will review the reserve policy annually.

The ICAR Finance committee/Board agreed that the reserve target shall be set separately for ICAR and Service ICAR.

The ICAR reserve target shall be 6 months operating cost with 3 months readily available in liquid form.

REFERENCE DOCUMENTS

Annex A1 – Reserve target

[02_ADM_0002](#) Budget Submittal and Approval

[02_ADN_0003](#) Day-to-day bookkeeping and reporting process

[02_ADM_0004](#) Financial Reporting

[02_ADM_0007](#) ICAR Investment Policy