

Appendix 2
OS 451 App2.

Reserve Account

ZB000 85503 0

INSURANCE RESERVE

Service Accountant : M Phillips

Responsible Officer: B Norman

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities

Latest Balance (Actual to date) :

-£3,601,765

To date : 05/09/2005

Reflects Council's Insurance reserve for unknown insurance claims and liabilities.

Included in this reserve are monies set aside for liabilities arising from Devon County Council prior 1998, Municipal Mutual Insurance Ltd (Scheme of Arrangement) and for as yet unknown claims.

The Council receives advice on the potential liabilities from Devon County Council, Municipal Mutual Insurance Ltd and External Actuaries.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£3.7 million and £4.3 million (including provision)

Justification for reserve balance and the minimum level for the reserve :

The balance on this reserve should be as a minimum:
- equal to specified amounts for MMI and Devon County Council liabilities and
- the surplus element be in the range of 100-200% of next financial years estimated contribution (based on actuarial advice). (Currently £0.75m)

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Reviewed annually by Insurance Section with support from Director of Finance and on an ad hoc basis incorporating advice from actuaries.

Last Actuarial Review (draft) reported September 2005 using data from March 2005.

How and When the reserve can be used:

To meet costs of uninsured excesses and liabilities when due to be paid, as agreed by Council's insurance section.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Management of claims by insurance section with support from Director of Finance

Does this reserve attract interest ? Y / N

N

Reviewed by:

Claire Ammar

Job Title:

Assistant Director (Risk Management)

Date

Signature

Reserve Account

ZB000 85503 Z5514

PEARL ASSURANCE HOUSE R & M

Service Accountant : M Phillips

Responsible Officer: Bill Norman

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports All Priorities

Latest Balance (Actual to date) :

-£55,000

To date : 05/09/2005

The Council when assigned the lease on Pearl Assurance House received a contingency sum from the previous occupiers to meet repairs and maintenance conditions within the lease.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£55,000 - specific sum

Justification for reserve balance and the minimum level for the reserve :

£55,000 - specific sum

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Review by Corporate Property Officer on an annual basis.

How and When the reserve can be used:

To meet requirements on lease

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

By Corporate Property Officer

Does this reserve attract interest ? Y / N

N

Reviewed by:

Chris Sexton

Job Title:

Corporate Property Officer

Date

Signature

Reserve Account

ZB000 85503 Z6108

ELECTIONS

Service Accountant : M Phillips

Responsible Officer: M Walsh

This is a 'Reserve Account', has been linked to the following 'Priority'

Statutory requirement

Latest Balance (Actual to date) :

-£20,000

To date : 05/09/2005

To provide funding to meet costs of full Council Elections every 4 years

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£80,000 to be built up by annual contributions.

Justification for reserve balance and the minimum level for the reserve :

To provide funding to meet costs of full Council Elections every 4 years.

The cost of the May 2003 election was £70k. Annual budgeted contribution is £20k

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Reviewed annually to meet latest estimate of election costs fed by annual contribution from revenue account and one - off underspends when considered appropriate.

How and When the reserve can be used:

When full Council election is called and to fund shortfall on any by- election which cannot be met from revenue account.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Finance.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Job Title:

Elections Manager

Date

Signature

Reserve Account

ZCORP 85503 Z9008

CAPITAL FUNDING RESERVE

Service Accountant : S Warren

Responsible Officer: Richard Thorpe

This is a 'Reserve Account', has been linked to the following 'Priority'

All priorities.

Latest Balance (Actual to date) :

-£726,450

To date : 05/09/2005

To provide funding & additional contingency for items in the approved Capital Plan.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not Applicable - linked to schemes

Justification for reserve balance and the minimum level for the reserve :

The current balance includes £0.500m earmarked for use in 2006/07 to support Riviera Centre Ltd and £125,000 for Incubator Units.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

The Fund is reviewed at least annually by the Capital Accountant in the Corporate Finance Team. Balances generated by underspend in previous years are carried forward to meet future capital commitments.

How and When the reserve can be used:

As recommended to Council by the Director of Finance through the Capital Plan approval process

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

The Fund is managed by the Director of Finance through the Capital Accountant

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Date

Signature

Reserve Account

ZCORP 85503 Z9009

TDA CAPITAL SCHEMES RESERVE

Service Accountant : S Warren

Responsible Officer: Richard Morgan

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving Torbay's Economy

Latest Balance (Actual to date) :

-£247,400

To date : 05/09/2005

Many of the regeneration projects supported and promoted by the Torbay Development Agency span a number of years before coming to fruition. By its nature, the annual revenue budget that finances feasibility issues associated with each scheme and supports the capital programme, cannot mirror the actual spending profile because of timing and unpredictability factors. The reserve was established to ensure funding is available to support the ongoing programme and smooth the revenue effects of sometimes erratic spending patterns.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not applicable - see below.

Justification for reserve balance and the minimum level for the reserve :

This is dependant upon the timing and number of schemes in the programme plus the revenue funds available at year end.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

The reserve is reviewed annually in the light of commitments derived from the regeneration initiatives and capital programmes.

How and When the reserve can be used:

Schemes requiring financial support will drawdown against the reserve before utilising annual revenue funds.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Liaison between the Director of Finance and Chief Executive of Torbay Development Agency.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Morgan

Job Title:

Chief Executive of TDA.

Date

Signature

Reserve Account

ZDB00 85503 0

BUILDING CLEANING RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£5,971

To date : 05/09/2005

The objective of the Building Cleaning internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Building Cleaning internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Building Cleaning operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDD00 85503 0

HIGHWAYS RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£47,450

To date : 05/09/2005

The objective of the Highways internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Highways internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300K which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Highways operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDM00 85503 0

FLEET TRANSPORT RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£97,860

To date : 05/09/2005

The objective of the Fleet Transport internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Fleet Transport internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£0 - £20,000

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Fleet Transport operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDM57 85503 0

FLEET SOFTWARE & EQUIPMENT RESERVE

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£17,607

To date : 05/09/2005

To replace software or equipment used for vehicle maintenance.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

This reserve will be used during 2005/06 to finance the purchase of a new break tester for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Reviewed Annually

How and When the reserve can be used:

To finance the cost of replacing software or equipment used for vehicle maintenance - personnel involved Assistant Director Direct Services and Waste (Gareth Boulton), Fleet Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor).

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDQ00 85503 0

BUILDING MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£45,534

To date : 05/09/2005

The objective of the Building Maintenance internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Building Maintenance internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Building Maintenance operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDR00 85503 0

REFUSE COLLECTION RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£71,268

To date : 05/09/2005

The objective of the Refuse Collection internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Refuse Collection internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe) to meet costs arising from the Refuse Collection operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDS00 85503 0

DIRECT SERVICES AND WASTE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£59,560

To date : 05/09/2005

To replace computers and other equipment used by Direct Services and Waste

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

This reserve will be used during 2005/06 to finance the purchase of replacement computers and for the purchase and installation of equipment.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Assistant Director Direct Services and Waste (Gareth Boulton), to meet any general costs within Direct Services and Waste.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDS44 85503 0

CLAYLANDS LANDFILL SITE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£25,000

To date : 05/09/2005

The Direct Services and Waste Business Unit are the licensed operators the Claylands Cross Landfill and Recycling Site. From October 2001 landfilling ceased and the site is currently used to deposit and recycle category A and B inert waste.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£15,000 - £25,000

Justification for reserve balance and the minimum level for the reserve :

For future capital expenditure required by the Environment Agency on the Landfill Site Operator to meet the duties and obligations under the licence and the environmental requirements of closing the site and handing back of licence. These costs include the restoration of the site to finished levels using topsoil, drainage and grass. The minimum level of reserve is recommended to be £15,000.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end

How and When the reserve can be used:

When closure of the Claylands Landfill and Recycling Site generates capital expenditure. Personnel involved Strategic Director for Environment (Mike Yeo), Assistant Director of Direct Services and Waste (Gareth Boulton), Service Manager Financial Services (Keith Taylor).

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDT00 85503 0

TORBAY TRANSFER STATION RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£16,983

To date : 05/09/2005

The objective of the Transfer Station internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Transfer Station internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Torbay Transfer Station operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDX00 85503 0

LANDSCAPE MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

-£43,728

To date : 05/09/2005

The objective of the Landscape Maintenance internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Landscape Maintenance internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Landscape Maintenance operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDY00 85503 0

VEHICLE MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

To date : 05/09/2005

-£10,115

The objective of the Vehicle Maintenance internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Vehicle Maintenance internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set equal at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Vehicle Maintenance operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZDZ00 85503 0

CLEANSING RESERVE FUND

Service Accountant : K Taylor

Responsible Officer: Gareth Boulton

This is a 'Reserve Account', has been linked to the following 'Priority'

Links to all Corporate priorities

Latest Balance (Actual to date) :

To date : 05/09/2005

-£43,815

The objective of the Cleansing internal trading organisation of the Direct Services and Waste Business Unit is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

The financial objective of the service is to break-even and it operates on the basis of extended CCT contracts, Service Level Agreements and service arrangements, the majority of which are at prices agreed in advance of service provision.

This reserve was established to hold annual surpluses generated from the Cleansing internal trading account.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be considered as part of the overall total for operating services.

Justification for reserve balance and the minimum level for the reserve :

Internal trading account reserve for surpluses generated or losses sustained within a single financial year. Surpluses need to be retained to safe guard against future trading uncertainties. To ensure the viability of future trading, an optimum reserve limit has been set at £300k which is equal to 2.5% of the total turnover for Direct Services and Waste (combined total of all trading reserves).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually at year end.

How and When the reserve can be used:

Strategic Director for Environment (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from the Cleansing operation.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under the control of the Strategic Director for Environment (Mike Yeo), Assistant Director Direct Services and Waste (Gareth Boulton) and the Service Manager Financial Services (Keith Taylor).

Does this reserve attract interest ? Y / N

N

Reviewed by:

Gareth Boulton

Job Title:

Assistant Director Direct Services and Waste

Date

Signature

Reserve Account

ZE001 85503 0

STH WEST WATER CONTRACT RESV

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Highways & Eng²

This is a 'Reserve Account', has been linked to the following 'Priority'

Valuing Our Environment

Latest Balance (Actual to date) :

-£100,000

To date : 05/09/2005

Up until 31st March 2003, Torbay Council operated an Agency Contract arrangement with South West Water for the maintenance of sewers and watercourses within Torbay. This account was established to smooth the effects of a potentially variable workload by holding annual surpluses or deficits arising from these maintenance operations. Termination of the revenue contract and uncertainty regarding continued capital design work requires that the account is maintained to fund potential future redundancy costs associated with staff currently involved on drainage and sewer related functions.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£58,000 - £100,000.
See justification below.

Justification for reserve balance and the minimum level for the reserve :

Latest estimates indicate a redundancy situation would incur the Council in costs approaching £58,000. However, it would be prudent to provide longer term when pension implications come into effect and to reflect inflationary and incremental factors.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

To be reviewed annually and in light of termination of contract and levels of future design work requested by the client.

How and When the reserve can be used:

If redundancies arise as a result of South West Water withdrawing remaining capital design work, the Director of Environment Services will make representations to the Director of Finance and Members to fund any resulting redundancy costs from the reserve.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Liaison between the Director of Finance and Director of Environment Services.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Yeo

Job Title:

Director of Environment

Date

Signature

Reserve Account

ZE002 85503 0

HELE TRAFFIC SIGNAL MTCE

Service Accountant : A O'Rourke

Responsible Officer: Group Manager - Highways

This is a 'Reserve Account', has been linked to the following 'Priority'

Meeting transport needs.

Latest Balance (Actual to date) :

-£3,419

To date : 05/09/2005

This is a commuted sum received from a developer to fund the annual maintenance costs of Hele Traffic Signals adopted on completion of a local development.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not applicable as Commuted sum

Justification for reserve balance and the minimum level for the reserve :

As per the section 106 agreement, the balance will diminish to zero as annual maintenance calls deplete the fund.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual

How and When the reserve can be used:

Annual maintenance cost of Traffic Lights to be funded from this reserve until fund depleted.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Environment in conjunction with Head of Finance

Does this reserve attract interest ? Y / N

n

Reviewed by:

Malcolm Webley

Job Title:

Asst. Director - Highways & Street Services

Date

Signature

Reserve Account

ZE006 85503 0

CAR PARKS P&D REPLACE FUND

Service Accountant : A O'Rourke

Responsible Officer: Service Man. - Town Services

This is a 'Reserve Account', has been linked to the following 'Priority'

Meeting transport needs.

Latest Balance (Actual to date) :

To date : 05/09/2005

-£106,905

This reserve was established to accommodate annual revenue contributions from the Car Parking Account to fund the future replacement of Pay and Display machines when they reached the end of their useful lives. Budgetary cut-backs in the past have meant that contributions have not accrued to the account for a number of years.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£107,000 - £300,000.

Justification for reserve balance and the minimum level for the reserve :

There are currently 112 pay & display machines within the Councils' car parks. Replacement costs are around £3,500 each with a majority well past their 7 year estimated useful life. An investment of £392,000 would be required if outright replacement took place. However, 'Pay on Foot' is likely to be introduced at some multi-storey sites (funded from capital resources) which would reduce the call against this fund if wholesale replacement took place.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually by Director of Environment to assess potential calls on balance and report as part of budget planning.

How and When the reserve can be used:

Car Park Manager will drawdown against the fund as machines fail and when this could not be met by normal revenue maintenance budget provision. Specific earmarked contributions can be used to supplement the fund. Monies to be used to support revenue account or capital account.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Environment in conjunction with Director of Finance.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Malcolm Webley

Job Title:

Asst. Director - Highways & Engineering

Date

Signature

Reserve Account

ZE007 85503 0

VEHICLE & PLANT FUND

Service Accountant : A O'Rourke

Responsible Officer: Director of Finance

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities

Latest Balance (Actual to date) :

-£243,768

To date : 05/09/2005

This fund was established for the acquisition and renewal of vehicles and plant making up the Council's fleet. Annual contributions are made to the fund (predominantly by the Council's DSO who manage and maintain the fleet) to finance purchases charged to the fund. Income from sales of vehicle and plant disposed to the secondhand market are also credited to the fund.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£200,000 - £244,000.

Justification for reserve balance and the minimum level for the reserve :

It is likely that 'prudential' borrowing will be utilised to fund future acquisitions which means that only smaller items of plant (under £10,000) will be acquired via the fund. Latest assessments indicate a potential drawdown of around £300,000 but this will be spread over a number of years during which contributions will be received. The current balance of £244,000 is, therefore, justifiable with the proviso that a minimum of £200,000 is maintained to meet existing commitments and any unforeseen vehicle and plant requirements.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Balances on the reserve are periodically projected over a 5 year period to ensure their adequacy. Report considered as part of the budget process.

How and When the reserve can be used:

The fund is restricted to use by Operations Division who manage and maintain the Council's fleet although other vehicle & plant purchases can be charged with agreement of the Director of Environment and Director of Finance. Purchases through the fund are usually small, limited life items that cannot be acquired by operating lease, or where financially advantageous

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Overall control is maintained by the Director of Finance through his representatives in the Operations Division and Environment Services Directorate. Capital charges associated with vehicles and plant purchased via the fund form the basis of annual contributions to offset the initial drawdown over the estimated life of the asset concerned.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Date

Signature

Reserve Account

ZE009 85503 0

ENVIRNMNT CARRY FORWARD

Service Accountant : A O'Rourke

Responsible Officer: Director of Environment Servs

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities.

Latest Balance (Actual to date) :

To date : 05/09/2005

-£700,700

At the end of each financial year, the Director of Finance provides for Members a list of committed and budgeted works or services that where not completed by 31st March. Approval is sought for the resultant funds freed up by the underspend to be carried forward to finance these commitments in the following financial year.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Varies each financial year.

Justification for reserve balance and the minimum level for the reserve :

Individually costed schemes make up the reserve balance and these are progressed throughout the year, gradually diminishing the fund.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Carry-forwards are approved by Members each year and are subsequently monitored as part of the monthly budget monitoring processes undertaken within the Environment Directorate. Year end close down re-assesses previous carry-forwards and evaluates new. Any balances still in reserve at end of year require specific approval of Head of Finance to remain classified as reserve.

How and When the reserve can be used:

Once approved, accountants are responsible for matching spending on carry-forward works and services with contributions from the reserve fund, usually as a year-end transaction.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

There are regular reports presented to the Director of Environment and Assistant Directors concerning carry-forward expenditure and subsequent matching of funds held in the reserve.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Yeo

Job Title:

Director of Environment Services

Date

Signature

Reserve Account

ZE010 85503 0

CREMATORIUM RESERVE

Service Accountant : A O'Rourke

Responsible Officer: General Man. - Beavement Ser

This is a 'Reserve Account', has been linked to the following 'Priority'

Valuing our Environment.

Latest Balance (Actual to date) :

-£535,155

To date : 05/09/2005

The Crematorium Revenue Account makes annual contributions to this reserve to fund future replacement of the cremators.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£1,470,000.
See justification below.

Justification for reserve balance and the minimum level for the reserve :

A 2003 assessment of the estimated useful life of the cremators put this at 10 years. At 2013 prices, replacement is estimated to cost £1.47 million. Annual revenue contributions of £75,000 are made, supplemented by 'one-offs' when financially viable to help ensure funds endeavour to achieve the required sum. Additional air quality standards will also require significant capital expenditure within the next 10 years.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual reassessment is made of the cost of replacement to ensure balances are sufficient. Taken into consideration as part of budget consideration and in business plan.

How and When the reserve can be used:

Replacement of the cremators will be approved as part of the Council's Capital Plan with funding identified as coming from this earmarked reserve. Annual contribution and specific " one-offs " supplement the fund.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

The fund is controlled by the Director of Finance with drawdown being approved by the Council as part of Capital Plan financing.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Fran Hughes

Job Title:

Asst. Director - Env Health & Consumer Protection

Date

Signature

Reserve Account

ZE011 85503 0

MIDAS - CLARENCE HOTEL 106

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Devel & Conserv

This is a 'Reserve Account', has been linked to the following 'Priority'

Valuing our environment.

Latest Balance (Actual to date) :

-£788

To date : 05/09/2005

This represents a developer contribution as part of a planning Section 106 agreement for environmental enhancements at the Clarence Hotel development site. Conservation officers agree proposals in keeping with the agreement. Relevant works are charged to revenue with finance derived from the fund.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not applicable as section 106 agreement

Justification for reserve balance and the minimum level for the reserve :

As per the section 106 agreement, the balance will diminish to zero as annual maintenance calls deplete the fund.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually and as specific developments associated with the site arise.

How and When the reserve can be used:

Notification received from Conservation Planners as and when expenditure associated with the site arise.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Head of Development and Conservation Planning in conjunction with Head of Finance.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Les Crump

Job Title:

Asst Director - Development & Conservation Servs.

Date

Signature

Reserve Account

ZE012 85503 0

JUNIOR LIFESKILLS

Service Accountant : I Hartley

Responsible Officer: F Hughes

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving health & social care.

Latest Balance (Actual to date) :

To date : 05/09/2005

-£1,574

This account records various sponsorship income received for ongoing educational training on Health Promotions. Expenditure funded from this sponsorship is charged to the appropriate revenue account and the funding entry is debited to ZE012 as required at year end.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£0 - £1,500.

Justification for reserve balance and the minimum level for the reserve :

Sponsorship income is used to support revenue expenditure on the service.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual review by F Hughes

How and When the reserve can be used:

Drawn on biennially to sustain the biennial Junior life skills event.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Under control of Assistant Director of Environmental Health

Does this reserve attract interest ? Y / N

N

Reviewed by:

Job Title:

Signature

Assistant Director of Environmental Health

Date

Reserve Account

ZE013 85503 0

SEC.106 AGREEMENTS

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Devel & Conserv

This is a 'Reserve Account', has been linked to the following 'Priority'

Valuing our environment.

Latest Balance (Actual to date) :

-£85,776

To date : 05/09/2005

Various sums received from developers under planning Section 106 agreements which are used to provide one-off public amenity benefits. Relevant works are charged to revenue with finance derived from the fund.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not applicable as section 106 agreements

Justification for reserve balance and the minimum level for the reserve :

Individual developer contributions are held and these are utilised to deal with specific issues referred to in the relevant section 106 agreement. Where schemes that do not come to fruition for any reason, then the contributions are refunded to the developer.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual review of balances are reported to Members in conjunction with report on all Section106 Agreements still in operation but where monies not yet received.

How and When the reserve can be used:

In accordance with requirement of Section 106 Agreement.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Head of Finance in conjunction with appropriate Service Director. Expenditure plan to be reported as part of annual review and capital budget.

Does this reserve attract interest ? Y / N

n

Reviewed by:

Les Crump

Job Title:

Asst Director - Development & Conservation Servs.

Date

Signature

Reserve Account

ZE015 85503 0

PLANNING RESERVE

Service Accountant : A O'Rourke

Responsible Officer: Service Man. - Strat. Planning

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving the economy of Torbay.

Latest Balance (Actual to date) :

-£123,968

To date : 05/09/2005

To fund costs of Local Plan Inquiry approx every 5 years

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£300,000

Justification for reserve balance and the minimum level for the reserve :

The Local Plan Inquiry completed in 2003/04 incurred costs of £369,000. An annual revenue contribution of £60,500 is currently budgeted to replenish the reserve fund over the next 5 years.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Reviewed annually to meet latest estimate of local plan costs - fed by annual contribution and additional "one-off" contributions as appropriate.

How and When the reserve can be used:

When Local Plan Inquiry takes place

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Finance

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Fox

Job Title:

Assist. Director - Strategic Environmental Policy

Date

Signature

Reserve Account

ZL005 85503 0

ARTS OBJECTS FUND

Service Accountant : S Kane

Responsible Officer: Michael Rhodes

This is a 'Reserve Account', has been linked to the following 'Priority'

Develop our culture.

Latest Balance (Actual to date) :

-£18,757

To date : 05/09/2005

Purchase of art objects for Torre Abbey Museum

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£20,000.

Justification for reserve balance and the minimum level for the reserve :

Purchase of art objects for Torre Abbey Museum.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual review by Head of Museum Service in conjunction with Director of Finance. Report to form part of Annual Service Plan.

How and When the reserve can be used:

To be used to supplement Annual Revenue Budget with contributions to reserve from underspends on revenue budget and donations/contributions from external bodies for this specific purpose.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Head of Museum Service to manage and authorise payment, in consultation with Director of Finance, supported by independent assessment of proposed purchase where considered appropriate.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Michael Rhodes

Job Title:

Date

Signature

Reserve Account

ZL009 85503 0

CULTURAL SERVICES C/F

Service Accountant : S Kane

Responsible Officer: Sue Cheriton

This is a 'Reserve Account', has been linked to the following 'Priority'

Valuing our environment and developing our culture.

Latest Balance (Actual to date) :

-£191,885

To date : 05/09/2005

At the end of each financial year, the Director of Finance provides for Members a list of committed and budgeted works or services that where not completed by 31st March. Approval is sought for the resultant funds freed up by the underspend to be carried forward to finance these commitments in the following financial year.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Varies each financial year.

Justification for reserve balance and the minimum level for the reserve :

Individually costed schemes make up the reserve balance and these are progressed throughout the year, gradually diminishing the fund.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Carry-forwards are approved by Members each year and are subsequently monitored as part of the monthly budget monitoring processes undertaken within Cultural Services. Year end close down re-assesses previous carry-forwards and evaluates new. Any balances still in reserve at end of year require specific approval of Director of Finance to remain classified as reserve

How and When the reserve can be used:

Once approved, accountants are responsible for matching spending on carry-forward works and services with contributions from the reserve fund, usually as a year-end transaction.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

There are regular reports presented to the Assistant Director for Cultural Services concerning carry-forward expenditure and subsequent matching of funds held in the reserve.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Sue Cheriton

Job Title:

Assistant Director for Cultural Services.

Date

Signature

Reserve Account

ZP003 85503 0

EDUCATION CARRY FORWARD

Service Accountant : Lisa Finn

Responsible Officer: Matt Redwood

This is a 'Reserve Account', has been linked to the following 'Priority'

Lifelong Learning

Latest Balance (Actual to date) :

-£43,000

To date : 05/09/2005

To hold schools' only unspent balances approved for carry forward to the new financial year. This balance is made up of unspent schools' allocations and unspent standards fund grants.

For 2005/06 these balances are forecast to remain broadly the same at around £3.5 million.

Given that this is an earmarked reserve for specific schools. Reporting procedures are slightly different to a Council controlled reserve in that Schools have more freedom to accumulate balances subject to clear criteria set out by DfES and Director of Children's Services. Balances have to be categorised over a number of headings. Any unearmarked balances can be clawed back by the Council subject to clear procedures being followed.

Links to any relevant files etc.

ARE XEX05.msg

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£3m to £3.6m (including school reserves) but will vary depending on school expenditure plans.

Justification for reserve balance and the minimum level for the reserve :

To finance committed and approved carry-forwards from underspendings arising in previous financial years.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Carry-forwards are approved by members each year and are subsequently monitored as part of the monthly budget monitoring processes undertaken within the relevant Directorate. Year end close down re-assesses previous carry-forwards and evaluates new. Any balances still in reserve at end of year requires specific approval of Head of Finance to remain classified as reserve.

How and When the reserve can be used:

In line with school priorities - it is for them to decide.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

There are regular reports presented to the Director of Children's Services forecasting School's reserves.

Does this reserve attract interest ? Y / N

n

Reviewed by:

Matt Redwood

Job Title:

Assistant Director - Resources

Date

Signature

Reserve Account

ZP015 85503 0

PFI SINKING FUND

Service Accountant : Lisa Finn

Responsible Officer: Matt Redwood

This is a 'Reserve Account', has been linked to the following 'Priority'

Learning at the Heart of our Community

Latest Balance (Actual to date) :

-£3,359,438

To date : 05/09/2005

This Reserve was originally set up in 2000/01 to ensure funding is available to pay the Unitary Charge due under the PFI contract over the full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education revenue budget plus any surplus of income over expenditure charged to the PFI operational account (PEC02).

From 2002/03 the use of the Fund was extended to provide £1m funding towards the Paignton Community College expansion project . To make good the withdrawal of £1m from the Fund in 2002/03 and 2003/04 the Education revenue budget is committed to an annual contribution of £40,000 (subject to inflation) over 25 years.

Over the life of the PFI contract this fund will have a positive balance but is forecast to go into deficit and hence a future revenue budget pressure for Childrens' Services

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£3.4m to £3.6m

Justification for reserve balance and the minimum level for the reserve :

To provide funds to meet the Council's liabilities under the PFI Project agreement for Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

The Fund is reviewed at least annually to ensure adequacy

How and When the reserve can be used:

The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawal of £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001)

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Finance

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Matt Redwood

Job Title:

Assistant Director - Resources

Date

Signature

05 October 2005

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Reserve Account

ZP018 85503 0

RESERVE - EARLY RETIREMENT

Service Accountant : G Davis

Responsible Officer: Matt Redwood

This is a 'Reserve Account', has been linked to the following 'Priority'

(Lifelong Learning) All

Latest Balance (Actual to date) :

-£148,889

To date : 05/09/2005

To enable the Council to meet new (Children's related) redundancy related liabilities as they fall due. This has been built up from annual budgets for new redundancies.

The fund for 2005/06 stands at £239k. Known commitments will be in excess of this therefore the reserve will be used.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

To be assessed in 2006/07 budget process

Justification for reserve balance and the minimum level for the reserve :

To enable the Council to meet new redundancy related liabilities as they fall due. Has been built up by annual contributions from Children's Services revenue budget (£90k each year).

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually reviewed as to adequacy and necessity.

How and When the reserve can be used:

To meet costs arising from any Redundancy, Retirement & Relocation arising from budget setting proposals.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Finance & appropriate Service Director

Does this reserve attract interest ? Y / N

n

Reviewed by:

Matt Redwood

Job Title:

Assistant Director - Resources

Date

Signature

Reserve Account

ZQ500 85503 QH001

PCT CONT TO DGS SCHEME

Service Accountant : M Jenkins

Responsible Officer: Carl Wyard

This is a 'Reserve Account', has been linked to the following 'Prfoity'

Affordable Housing

Latest Balance (Actual to date) :

-£31,000

To date : 05/09/2005

Contribution received from Torbay Primary Care Trust for Rent Guarantee scheme

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Maximum £31,000.

Justification for reserve balance and the minimum level for the reserve :

Contribution from Primary Care Trust for rent guarantee scheme (Drugs Related)

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Review half yearly

How and When the reserve can be used:

The provision of affordable housing for homeless persons with drugs related problems

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

By AD of Housing in conjunction with advice from primary Care Trust.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Simon Sherbersky

Job Title:

AD Housing

Date

Signature

Reserve Account

ZR000 85503 0

EQUIPMENT FUND

Service Accountant : M Phillips

Responsible Officer: A Director- Corporate Finance

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities.

Latest Balance (Actual to date) :

-£515,457

To date : 05/09/2005

To fund departmental purchases of equipment.

Services contribute to this fund to enable purchases of departmental related equipment to be made as required funded over a number of years.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Varies due to individual department contribution

Justification for reserve balance and the minimum level for the reserve :

To finance purchase of departmental equipment. Equipment fund used to facilitate the repayment of equipment over a number of years as identified as necessary to meet business plans and council's objective. Each element of the fund (over 15 in total) has been reviewed to assess it's potential use. The main balance within this fund is for equipment replacement at the Transfer Station of £220,000.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually by relevant department

How and When the reserve can be used:

Withdrawals agreed between Head of Service in relation to that service's contribution to fund.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Assistant Director - Corporate Finance (Paul Looby) to oversee usage of fund.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Paul Looby

Job Title:

Assistant Director - Corporate Finance

Date

Signature

Reserve Account

ZR000 85503 Z6036

DISPOSAL COSTS RESERVE

Service Accountant : M Phillips

Responsible Officer: S Partridge

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports All Priorities

Latest Balance (Actual to date) :

-£39,000

To date : 05/09/2005

Set aside of De minimis capital receipts to fund disposal costs of council's assets

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Range £35,000 to £70,000

Justification for reserve balance and the minimum level for the reserve :

Equal to a years funding of asset disposals function

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

During Final Accounts

How and When the reserve can be used:

To fund disposal costs related to Council's assets that may not be chargeable to the Council's Capital Programme

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Estate Manager in conjunction with Capital Accountants

Does this reserve attract interest ? Y / N

N

Reviewed by:

S Partridge

Job Title:

Estate Manager

Date

Signature

Reserve Account

ZR000 85503 Z6101

LGR REPAYMENT RESERVE

Service Accountant : M Phillips

Responsible Officer: Director of Finance

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities

Latest Balance (Actual to date) :

-£435,000

To date : 05/09/2005

Reflects reserve to support future year budgets in respect of costs associated with SCA's for Local Government Reorganisation

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Maximum of £435,000

Justification for reserve balance and the minimum level for the reserve :

Reserve to support future year budgets in respect of costs associated with SCA's for Local Government Reorganisation. At present it is planned this balance will be applied over equal instalments until 2011.
There is no minimum level for this reserve. Any accelerated use of this reserve will create budgetary pressures in later years. The total MRP for 2004/5 is in excess of £2m.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annually during closedown by Director of Finance

How and When the reserve can be used:

Annual contribution in equal instalments towards the Minimum Revenue Provision requirement resulting from use of the SCA's.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Finance will review level of annual contribution as part of both budget setting and final accounts process

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Date

Signature

Reserve Account

ZR000 85503 Z6102

RESERVE - IT EQUIPMENT RPLCM

Service Accountant : M Phillips

Responsible Officer: Assistance Director - IT

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all Priorities

Latest Balance (Actual to date) :

-£59,173

To date : 05/09/2005

Reflects reserve for the prioritised replacement of Council IT equipment.

Annual contributions to this reserve are made each year by each Committee.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Not Applicable - based on IT Strategy

Justification for reserve balance and the minimum level for the reserve :

Reserve for the replacement of Council IT equipment. It is anticipated that the reserve will be used over the next four years. At present the IT Steering Group are considering specific spending priorities including PC replacements over the existing commitments already made.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

IT Steering group with support from Assistant Director of IT Services

How and When the reserve can be used:

Control by IT Steering Group and Assistant Director of IT Services

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Assistant Director of IT Services in conjunction with guidance and priorities set by IT Steering and Director of Finance.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Bob Clark

Job Title:

Assistant Director of IT Services

Date

Signature

Reserve Account

ZR000 85503 Z6109

FINANCIAL STRATEGY RESERVE

Service Accountant : M Phillips

Responsible Officer: R Thorpe

This is a 'Reserve Account', has been linked to the following 'Priority'

Supports all priorities

Latest Balance (Actual to date) :

-£757,232

To date : 05/09/2005

Reserve to meet expenditure associated with future reorganisations, restructuring and developments which may need some funding to deliver future improvements to service.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£0.5m to £1m

Justification for reserve balance and the minimum level for the reserve :

£507k has been transferred to this reserve to be used for the implementation of reviews, future reorganisations, restructuring and developments which may need some funding to deliver future improvements to service.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Annual review by Director of Finance

How and When the reserve can be used:

As authorised by Director of Finance to support objectives of reserve.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Management of reserve by Director of Finance in conjunction with the Chief Executive.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Date:

Signature

Reserve Account

ZT001 85503 0

TORBAY DEVELOPMENT AGENCY CARRY FORWARD

Service Accountant : A O'Rourke

Responsible Officer: Chief Exec of TDA

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving the economy of Torbay.

Latest Balance (Actual to date) :

To date : 05/09/2005

-£168,000

At the end of each financial year, the Director of Finance provides for Members a list of committed and budgeted works or services that where not completed by 31st March. Approval is sought for the resultant funds freed up by the underspend to be carried forward to finance these commitments in the following financial year.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Varies each financial year.

Justification for reserve balance and the minimum level for the reserve :

Individually costed schemes make up the reserve balance and these are progressed throughout the year, gradually diminishing the fund.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Carry-forwards are approved by members each year and are subsequently monitored as part of the monthly budget monitoring processes undertaken within the relevant Directorate. Year end close down re-assesses previous carry-forwards and evaluates new. Any balances still in reserve at end of year require specific approval of Director of Finance to remain clasified as reserve.

How and When the reserve can be used:

Once approved, accountants are responsible for matching spending on carry-forward works and services with contributions from the reserve fund, usually as a year-end transaction.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds held in the reserve.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Morgan

Job Title:

Chief Exec of Torbay Development Agency

Date

Signature

Reserve Account

ZT001 85503 Z7012

TORBAY DEVELOPMENT AGENCY- ENTERPRISE BOARDS

Service Accountant : A O'Rourke

Responsible Officer: Chief Executive of TDA

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving the economy of Torbay.

Latest Balance (Actual to date) :

To date : 05/09/2005

-£43,051

This reserve reflects the Council's on going support for the Torbay Enterprise Agency and similar bodies in line with the Council's support to Jobs and Industry.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

Maximum of £40,000

Justification for reserve balance and the minimum level for the reserve :

This reserve reflects the Council's on going support for the Torbay Enterprise Agency. Reserve will be used to support the Business Enterprise function over the next 3 years.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

Review Annually

How and When the reserve can be used:

Control by Chief Executive of TDA in relation to expenditure associated with the aims of Torbay Enterprise Agency and Torbay Development Agency.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Control by Chief Executive of TDA in conjunction with Torbay Development Agency Ltd board

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Morgan

Job Title:

Chief Exec of Torbay Development Agency

Date

Signature

Reserve Account

ZT011 85503 0

TORQUAY & PAIGNTON HARBOUR RESERVE

Service Accountant : P Truman

Responsible Officer: Director of Marine Services

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving the economy of Torbay.

Latest Balance (Actual to date) :

-£383,610

To date : 05/09/2005

The reserve reflects past surplus on trading at Torquay and Paignton harbours. The reserve will be used to support any future deficits on trading and provide money for future capital spend in relation to this service.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£348,000 to £1,000,000

Justification for reserve balance and the minimum level for the reserve :

The harbour has significant infrastructure continually exposed to the elements with the potential of severe storm damage occurring without notice. A contingency of £98,000 (based on 20% of turnover) together with a cash figure of £250,000 is required to provide financial cover to fund repairs and trading deficits without call on the General Fund. Any remaining balance on the reserve, not required for proposed capital spend, should be repaid to harbour users on a phased basis through the trading account.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

The reserve will remain relevant while the Torquay and Paignton Harbour Account is "ring-fenced" and has no call on the General Fund Revenue Account. The balance will be reviewed annually to establish future withdrawal requirements.

How and When the reserve can be used:

1. To fund revenue deficits approved as part of the budget setting process.
2. To fund capital expenditure within the approved capital programme.
3. Additional expenditure once approved by the Council
4. To provide financial cover for storm damage repairs.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Marine Services in conjunction with Director of Finance.

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Kevin Mowat

Job Title:

Director of Marine Services

Date

Signature

Reserve Account

ZT012 85503 0

BRIXHAM HARBOUR RESERVE

Service Accountant : P Truman

Responsible Officer: Director of Marine Services

This is a 'Reserve Account', has been linked to the following 'Priority'

Improving the economy of Torbay.

Latest Balance (Actual to date) :

-£924,423

To date : 05/09/2005

The reserve reflects past surplus on trading at Brixham Harbour. The reserve will be used to support any future deficits on trading and provide money for future capital spend in relation to this service.

Links to any relevant files etc.

Please complete the following boxes :

Target range for this reserve based on understanding of needs and risks:

£394,000 to £1,000,000

Justification for reserve balance and the minimum level for the reserve :

The harbour has significant infrastructure continually exposed to the elements with the potential of severe storm damage occurring without notice. A contingency of £144,000 (based on 20% of turnover) together with a cash figure of £250,000 is required to provide financial cover to fund repairs and trading deficits without call on the General Fund. Any remaining balance on the reserve, not required for proposed capital spend, should be repaid to harbour users on a phased basis through the trading account.

The process and timescale for the review of the reserve to ensure continuing relevance and adequacy :

The reserve will remain relevant while the Brixham Harbour Account is "ring-fenced" and has no call on the General Fund Revenue Account. The balance will be reviewed annually to establish future withdrawal requirements.

How and When the reserve can be used:

1. To fund revenue deficits approved as part of the budget setting process.
2. To fund capital expenditure within the approved capital programme.
3. Additional expenditure once approved by the Council.
4. To provide financial cover for storm damage repairs.

Procedure for the reserve's management and control, including monitoring of the reserve to ensure it is maintained within target range.

Director of Marine Service in conjunction with Director of Finance.

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Kevin Mowat

Job Title:

Director of Marine Services

Date

Signature