Appendix 2 to Report Com/2/04

AMX16	*STH WE	ST WATER CONTRA	CT RES	V*	
Service Accountant : A	O'Rourke	Responsible	e Officer:	A. Directo	r - Eng. & Property
This is a 'Reserve Account', b	nas been linked to the				
Corporate ability.					
Latest Balance (Actual to da	<u>te) :</u>				
as at Period: 4	-£2	31,195			
up to and incl. week: 18					
Up until 31st March 2003, Torbay sewers and watercourses within To annual surpluses or deficits arising continued capital design work requestrently involved on drainage and	orbay. This account was estable from these maintenance operaires that the account is maint	lished to smooth the effects of rations. Termination of the rev	f a potentially venue contrac	y variable w ct and uncer	orkload by holding tainty regarding
Links to any relevant files etc	·•				
Please complete the following	g boxes :				
Justification for reserve balance the minimum level for the reserve.	rve: approaching £5 pension implica	s indicate a redundancy situat 6,000. However, it would be titions come into effect and to lance of £100,000 is suggester	prudent to pro reflect inflati	ovide longer	r term when
The process and timescale for of the reserve to ensure continurelevance adequacy:	decign work rea	annually and in light of termi quested by the client.	nation of cor	ntract and le	vels of future
How and When the reserve can used:	design work, the	arise as a result of South Wes e Director of Environment Se ance and Members to fund an	rvices will m	ake represer	ntations to the
Procedure for the reserve's management and control:	Liaison between	n the Director of Finance and	Director of E	 Environment	Services.
Does this reserve attract interes	<u></u>		······································		
Reviewed by:	Mike Yeo				
Job Title:	Director of Envi	ironment]	-	
Signature			Da	ate	

This is a 'Reserve Account', has been linked to the following 'Priotty' Jobs & Industry Latest Balance (Actual to date): as at Period: 4 —£283,276 up to and incl. week: 18 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: Justification for reserve balance and the minimum level for the reserve: Instification for reserve balance and the minimum level for the reserve: The harbour has significant infatructure continually exposed to the elements with the potential of severs storm damage occuring 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 termaining balance on the reserve, not required for proposed capital spend, about be repaid to harbour users on a phased basis through the trading account. The process and timescale for review of 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. Director of Marine Services in conjunction with Director of Finance. Director of Marine Services in conjunction with Director of Finance. Does this reserve attract interest? Y/N Kevin Mowat Director of Marine Services Director of Marine Services	BFX18	*	TORQUAY	& PAIGNT	ON HARBOUR I	RESER	VE*	
Jobs & Industry Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 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: Justification for reserve balance and the minimum level for the reserve: The harbour has significant infratructure 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 for 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 by a hortour servs on a phased basis through the trading account. The process and timescale for review of the reserve will memain relevant while the Torquay and Paignton Harbour Account is "hing-fenced" and has no call on the General Fund Revenue Account. The balance will be reviewed annually to establish future withdrawal requirements. The balance will be reviewed annually to establish future withdrawal requirements. 1. To fund avenue deficits approved as part of the budget setting process. 2. To fund capital expenditure once approved ty the Council 4. To provide financial cover for storm damage repairs. Director of Marine Services in conjunction with Director of Finance. Does this reserve attract interest? Y / N Kevin Mowat Director of Marine Services Director of Marine Services Director of Marine Services	Service Accountant :	P Truman			Responsible Offic	er: Di	rector of Marine Servi	ices
Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 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: Justification for reserve balance and the minimum level for the reserve: The harbour has significant infratructure continually exposed to the elements with the potential of severe storm damage occuring without notice. A contingency of £98,000 is exposed an 20% of nurowort 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 review of the reserve to ensure continuing relevance 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 capital expenditure once approved as part of the budget setting process. 2. To fund capital expenditure once approved by the Council 4. To provide financial cover for storm damage repairs. Director of Marine Services in conjunction with Director of Finance. Director of Marine Services in conjunction with Director of Finance. Director of Marine Services Director of Marine Services Director of Marine Services	This is a 'Reserve Account following 'Prioity'	', has been li	inked to the					
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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: Director of Marine Services in conjunction with Director of Finance. Does this reserve attract interest ? Y / N Y Reviewed by: Kevin Mowat Director of Marine Services			"ring-fenced"	and has no call	on the General Fund R	evenue A	ccount,	is
Does this reserve attract interest ? Y / N Y Reviewed by: Kevin Mowat Job Title: Director of Marine Services	How and When the reserve oused:	can be	To fund cap Additional e	ital expenditure	within the approved c e approved by the Cou	apital pro ncil		
Reviewed by: Kevin Mowat	Procedure for the reserve's management and control:		Director of Ma	urine Services in	a conjunction with Dire	ector of F	inance.	
Reviewed by: Kevin Mowat	Does this reserve attract inte	rest ? Y / N	Y				· · · · · · · · · · · · · · · · · · ·	
	Reviewed by:							
Signature Date	Job Title:		Director of Ma	rine Services				
	Signature					Date		

BRX15	*BRIXHAM HARBOUR RESERVE*
Service Accountant: P Truman	Responsible Officer: Director of Marine Services
This is a 'Reserve Account', has been following 'Prioity'	ı linked to the
Jobs & Industry	
Latest Balance (Actual to date):	
as at Period: 4	-£862,787
up to and incl. week: 18	
The reserve reflects past surplus on trading provide money for future capital spend in r	at Brixham Harbour. The reserve will be used to support any future deficits on trading and elation to this service.
Links to any relevant files etc.	
Please complete the following boxes	:
Justification for reserve balance and the minimum level for the reserve:	The harbour has significant infratructure continually exposed to the elements with the potential of severe storm damage occuring 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 review of the reserve to ensure continuing relevance 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:	To fund revenue deficits approved as part of the budget setting process. To fund capital expenditure within the approved capital programme. Additional expenditure once approved by the Council. To provide financial cover for storm damage repairs.
Procedure for the reserve's management and control:	Director of Marine Service in conjuction with Director of Finance.
Does this reserve attract interest ? Y / I	N Y
Reviewed by:	Kevin Mowat
Job Title:	Director of Marine Services
Signature	Date

DBX45	*B	BUILDING CLEANING RESERVE FUND*
Service Accountant :	K Taylor	Responsible Officer:
This is a 'Reserve Account', following 'Prioity'	has been linked t	to the
Links to all Corporate priorities		
Latest Balance (Actual to d	ate):	
as at Period: 4		-£4,541
up to and incl. week: 18		
The objective of the Building Cle and safely meet the requirements	aning Unit of the Op of our customers.	Operations Division is to provide quality direct services which efficiently, economically
The financial objective of the ser and service arrangements, the ma	vice is to break-even jority of which are a	n and it operates on the basis of extended CCT contracts, Service Level Agreements at prices agreed in advance of service provision.
This Reserve was established to h	old annual surpluses	es generated from the building cleaning trading account.
Links to any relevant files et	te.	
Please complete the following	ng boxes :	
Justification for reserve balanthe minimum level for the reserved	erve : single uncer been	rnal trading account reserve for surpluses generated or losses sustained within a cle financial year. Surpluses need to be retained to safe guard against future trading ertainties. To ensure the viability of future trading, an optimum reserve limit has a set at £300k which is equal to 2.5% of the total turnover for Operational Services inbined total of all operational services trading reserves).
The process and timescale for of the reserve to ensure contin relevance _adequacy:	ICAICAA	ually at year end.
How and When the reserve ca used:	Divis	ector of Environment Services (Mike Yeo) to determine in consultation with issional Director of Finance (Richard Thorpe), to meet costs relating to Building uning operation.
Procedure for the reserve's management and control:	Direc	er the control of the Director of Environment Services (Mike Yeo), Assistant ctor Operational Services (Gareth Bourton) and the Service Manager Financial ices (Keith Taylor).
Does this reserve attract intere	est?Y/N N	
Reviewed by:	Garet	th Bourton
Job Title:	Assist	stant Director Operational Services
Signature		Date

DDX45	*HIGHWAYS & SEWERS RESERVE FUND*
Service Accountant: K Taylor	Responsible Officer:
This is a 'Reserve Account', has been I following 'Prioity'	inked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£78,816
up to and incl. week: 18	
The objective of the Highways Unit of the Opsafely meet the requirements of our customers	perations Division is to provide quality direct services which efficiently, economically and s.
	ak-even and it operates on the basis of extended CCT contracts, Service Level Agreements chare at prices agreed in advance of service provision.
This Reserve was established to hold annual s	surpluses generated from the Highways trading account.
Links to any relevant files etc.	
Please complete the following boxes:	
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 Operational Services (combined total of all operational services trading reserves).
The process and timescale for review of the reserve to ensure continuing relevance _adequacy:	Annually at year end.
How and When the reserve can be used:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from Highways & Sewers operations.
Procedure for the reserve's management and control:	Under the control of the Director of Environment Services (Mike Yeo), Service Manager Financial Services (Keith Taylor) and The Assistant Director Highways & Street Services (Malcolm Webley).
Does this reserve attract interest ? Y / N	N
Reviewed by:	Gareth Bourton
Job Title:	Assistant Director Operational Services
Signature	Date

DMX45	*FLEET TRANSPORT RESERVE FUND*
Service Accountant : K Taylor	Responsible Officer:
This is a 'Reserve Account', has been i following 'Prioity'	inked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£175,359
up to and incl. week: 18	
The objective of the Fleet Transport Unit of the and safely meet the requirements of our custo	ne Operations Division is to provide quality direct services which efficiently, economically mers.
The financial objective of the service is to bre the majority of which are at prices agreed in a	ak-even and it operates on the basis of Service Level Agreements and service arrangements, dvance of service provision.
This Reserve was established to hold annual s	surpluses generated from the Fleet Transport trading account.
Links to any relevant files etc.	
Please complete the following boxes:	
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 Operational Services (combined total of all operational services trading reserves).
The process and timescale for review of the reserve to ensure continuing relevance _adequacy:	Annually at year end.
How and When the reserve can be used:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from Fleet Transport operation.
Procedure for the reserve's management and control:	Under the control of the Director of Environment Services (Mike Yeo), Assistant Director Operational Services (Gareth Bourton) and the Service Manager Financial Services (Keith Taylor).
Does this reserve attract interest ? Y/N	N
Reviewed by:	Gareth Bourton
Job Title:	Assistant Director Operational Services
Signature	Date

the minimum level for the reserve: analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually The process and timescale for review of the reserve to ensure continuing relevance adequacy: To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Procedure for the reserve's management and control: Under the control of the Assistant Director Operational Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest? Y/N Reviewed by: Gareth Bourton Assistant Director Operational Services	DMX57		*SOFTWARE & EQUIPMENT RESERVE*
Links to all Corporate priorities Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 To replace software or equipment used for vehicle maintenance. Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: maintenance at Aspen Way Palgnton. Reviewed Annually Reviewed Annually Reviewed Annually The process and timescale for review of the reserve to ensure continuing relevance adequacy: How and When the reserve can be used: To finance the cost of replacing software or equipment used for vehicle maintenance at Aspen Way Palgraton. To finance the cost of replacing software or equipment used for vehicle maintenance and Assistant Director Operational Services (Gareth Bourton), Filmanager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor).	Service Accountant :	K Taylor	Responsible Officer:
Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 To replace software or equipment used for vehicle maintenance. Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: manufacture of the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually Reviewed Annually To finance the cost of replacing software or equipment used for vehicle maintenance and control: To finance the cost of replacing software or equipment used for vehicle maintenance and way and when the reserve can be used: To finance the cost of replacing software or equipment used for vehicle maintenance and way and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and way and service (Gareth Bourton). Finance the cost of replacing software or equipment used for vehicle maintenance and the minimum level of the reserve's maintenance at Aspen Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspen Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspen Way Paignton.		, has been link	ked to the
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This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspea Way Paignton. Reviewed Annually To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. Reviewed Annually To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton. To finance the cost of replacing software or equipment used for vehicle maintenance at Aspea Way Paignton.	Latest Balance (Actual to c	late) :	
To replace software or equipment used for vehicle maintenance. Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Institute and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Gareth Bourton). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Oces this reserve attract interest? Y/N Reviewed by: Oces this reserve attract interest? Y/N Assistant Director Operational Services Oces this reserve attract interest? Y/N Assistant Director Operational Services	as at Period: 4	ſ	-£16.650 }
Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually Reviewed Annually To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Gareth Bourton Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest? Y / N Gareth Bourton Job Title: Assistant Director Operational Services	up to and incl. week: 18	L	
Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually Reviewed Annually To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Finance the control of the Assistant Director Operational Services (Keith Taylor). Procedure for the reserve's management and control: Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). When the reserve attract interest? Y/N in the control of the Assistant Director Operational Services (Keith Taylor). Gareth Bourton Does this reserve attract interest? Y/N in Gareth Bourton Assistant Director Operational Services Assistant Director Operational Services	To replace software or equipmen	it used for vehic	sle maintenance.
Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually Reviewed Annually To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Finance the control of the Assistant Director Operational Services (Keith Taylor). Procedure for the reserve's management and control: Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). When the reserve attract interest? Y/N in the control of the Assistant Director Operational Services (Keith Taylor). Gareth Bourton Does this reserve attract interest? Y/N in Gareth Bourton Assistant Director Operational Services Assistant Director Operational Services			
Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually Reviewed Annually To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Finance the control of the Assistant Director Operational Services (Keith Taylor). Procedure for the reserve's management and control: Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). When the reserve attract interest? Y/N in the control of the Assistant Director Operational Services (Keith Taylor). Gareth Bourton Does this reserve attract interest? Y/N in Gareth Bourton Assistant Director Operational Services Assistant Director Operational Services			
Justification for reserve balance and the minimum level for the reserve: This reserve will be used during 2004/05 to finance the purchase of a new smok analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually To finance the cost of replacing software or equipment used for vehicle maintenance at Aspen Way Paignton. To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Gareth Bourton) Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest? Y/N Reviewed by: Gareth Bourton Assistant Director Operational Services Gareth Bourton Assistant Director Operational Services (Gareth Bourton)	Links to any relevant files e	tc.	
the minimum level for the reserve: analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton. Reviewed Annually The process and timescale for review of the reserve to ensure continuing relevance adequacy: To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Procedure for the reserve's management and control: Under the control of the Assistant Director Operational Services (Keith Taylor). Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest? Y/N Reviewed by: Gareth Bourton Assistant Director Operational Services	Please complete the followi	ng boxes :	
To finance the cost of replacing software or equipment used for vehicle mainten personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Gareth Bourton Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Under the control of the Assistant Director Operational Services (Keith Taylor). Does this reserve attract interest ? Y / N Gareth Bourton Gareth Bourton Assistant Director Operational Services		serve :	
personnel involved Assistant Director Operational Services (Gareth Bourton). Fl Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor). Procedure for the reserve's Management and control: Under the control of the Assistant Director Operational Services (Gareth Bourton Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest? Y / N Reviewed by: Gareth Bourton Assistant Director Operational Services	of the reserve to ensure contin	I ICAICAA	Reviewed Annually
Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor). Does this reserve attract interest ? Y / N Reviewed by: Gareth Bourton Job Title: Assistant Director Operational Services		lz lz	To finance the cost of replacing software or equipment used for vehicle maintenance - personnel involved Assistant Director Operational Services (Gareth Bourton). Fleet Manager (Jack Haley), and Service Manager Financial Services (Keith Taylor).
Gareth Bourton Job Title: Assistant Director Operational Services			Under the control of the Assistant Director Operational Services (Gareth Bourton), Fleet Manager (Jack Haley) and Service Manager Financial Services (Keith Taylor).
Gareth Bourton Job Title: Assistant Director Operational Services	oes this reserve attract intere	est?Y/N [ī	N
		_	
Signature Date	ob Title:	[2	Assistant Director Operational Services
	ignature		Date

DQX45	*GENERAL MAINTENANCE RESERVE FUND*
Service Accountant: K Taylor	Responsible Officer:
This is a 'Reserve Account', has been li following 'Prioity'	inked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£44,166
up to and incl. week: 18	
The objective of the General Maintenance Uni economically and safely meet the requirement	it of the Operations Division is to provide quality direct services which efficiently, is of our customers.
	ak-even and it operates on the basis of extended CCT contracts, Service Level Agreements ch are at prices agreed in advance of service provision.
This Reserve was established to hold annual st	urpluses generated from the General Maintenance trading account.
Links to any relevant files etc.	
Please complete the following boxes:	
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 Operational Services (combined total of all operational services trading reserves).
The process and timescale for review of the reserve to ensure continuing relevance _adequacy:	Annually at year end.
How and When the reserve can be used:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from General Maintenance operation.
Procedure for the reserve's management and control:	Under the control of the Director of Environment Services (Mike Yeo), Service Manager Financial Services (Keith Taylor), and the Assistant Director Highways & Street Services (Malcolm Webley).
Does this reserve attract interest ? Y / N	N
Reviewed by:	Gareth Bourton
lob Title:	Assistant Director Operational Services
Signature	Date

DRX45	*RF	EFUSE COLLECTION RESERVE FUND*
Service Accountant : K	Taylor	Responsible Officer:
This is a 'Reserve Account', ha	as been linked to	o the
Links to all Corporate priorities]
Latest Balance (Actual to date	e);	
as at Period: 4		-£127,853
up to and incl. week: 18	-	
The objective of the Refuse Unit of meet the requirements of our custom	the Operations Div mers.	vision is to provide quality direct services which efficiently, economically and safely
		and it operates on the basis of extended CCT contracts, Service Level Agreements prices agreed in advance of service provision.
This Reserve was established to hole	d annual surpluses	generated from the Refuse trading account.
Links to any relevant files etc.		
Please complete the following	boxes :	
Justification for reserve balance the minimum level for the reserve	ve : single uncert been s	tal trading account reserve for surpluses generated or losses sustained within a financial year. Surpluses need to be retained to safe guard against future trading tainties. To ensure the viability of future trading, an optimum reserve limit has set at £300k which is equal to 2.5% of the total turnover for Operational Services pined total of all operational services trading reserves).
The process and timescale for re of the reserve to ensure continuing relevance _adequacy:	241044	ally at year end.
How and When the reserve can lused:	Divisi	tor of Environment Services (Mike Yeo) to determine in consultation with ional Director of Finance (Richard Thorpe) to meet costs arising from Refuse ction operation.
Procedure for the reserve's management and control:	Direct	the control of the Director of Environment Services (Mike Yeo), Assistant for Operational Services (Gareth Bourton) and the Service Manager Financial ses (Keith Taylor).
Does this reserve attract interest	? Y/N N	
Reviewed by:	Gareth	n Bourton
Job Title:	Assista	ant Director Operational Services
Signature .		Date

DSX44	CLAVI ANDCLANDELLI CITE DECEDVE ELDIDA
	CLAYLANDS LANDFILL SITE RESERVE FUND
Service Accountant : K Taylor	Responsible Officer:
This is a 'Reserve Account', has been I following 'Prioity'	inked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£15,000
up to and incl. week: 18	-213,000
The Operations Division of the Environment	Services Directorate are the licensed operators the Claylands Cross Landfill and Recycling
Site. From October 2001 landfilling ceased ar	nd 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 :	
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
the infinition level for the reserve.	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 review of the reserve to ensure continuing	Annually at year end
relevance adequacy:	
How and When the reserve can be	When closure of the Claylands Landfill and Recycling Site generates capital expenditure.
used:	Personnel involved Director of Environmental Services (MikeYeo), Assistant Director of Operational Services (Gareth Bourton), Service Manager Financial Services (Keith
	Taylor).
Procedure for the reserve's	Director of Environmental Services (Mike Yeo), in conjunction with Head of Finance to
management and control:	meet costs relative to the Claylands Landfill Site.
Does this reserve attract interest ? Y / N	N
Reviewed by:	Gareth Bourton
Job Title:	Assistant Director Operational Services
Signature	Date

DSX45	*OPERATIONAL SERVICES RESERVE FUND*
Service Accountant: K Taylor	Responsible Officer:
This is a 'Reserve Account', has been following 'Prioity'	linked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£2,060
up to and incl. week : 18	
To replace computers and other equipment u	sed by operational services
Links to any relevant files etc.	
Please complete the following boxes :	
Justification for reserve balance and	This reserve will be used during 2004/05 to finance the purchase of replacement
he minimum level for the reserve :	computers required to be able to use the new Financial Information Management System
The process and timescale for review of the reserve to ensure continuing relevance adequacy:	Annually at year end.
How and When the reserve can be used:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet any general costs within Operational Services.
Procedure for the reserve's nanagement and control:	Under the control of the Director of Environment Services (Mike Yeo), the Assistant Director Operational Services (Gareth Bourton) and the Service Manager Financial Services (Keith Taylor).
Does this reserve attract interest? Y/N	N
	N Gareth Bourton
Reviewed by:	Gareth Bourton
Does this reserve attract interest ? Y / N Reviewed by: Job Title: Signature	

DTX45 *1	TORBAY TRANSFER STATION RESERVE FUND*
Service Accountant: K Taylor	Responsible Officer:
This is a 'Reserve Account', has been li ollowing 'Prioity'	inked to the
inks to all Corporate priorities	
atest Balance (Actual to date):	
s at Period: 4	-£25,392
up to and incl. week: 18	
The objective of the Transfer Station Unit of the nd safely meet the requirements of our custom	the Operations Division is to provide quality direct services which efficiently, economically mers.
	eak-even and it operates on the basis of extended CCT contracts, Service Level Agreements ich are at prices agreed in advance of service provision.
his Reserve was established to hold annual s	surpluses generated from the Transfer Station trading account.
Links to any relevant files etc.	
Please complete the following boxes :	
ustification for reserve balance and he 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 Operational Services (combined total of all operational services trading reserves).
The process and timescale for review of the reserve to ensure continuing elevance _adequacy:	Annually at year end.
low and When the reserve can be sed:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from Torbay Transfer Station.
Procedure for the reserve's nanagement and control:	Under the control of the Director of Environment Services (Mike Yeo), the Assistant Director Operational Services (Gareth Bourton) and the Service Manager Financial Services (Keith Taylor).
oes this reserve attract interest ? Y/N	N
leviewed by:	Gareth Bourton
ob Title:	Assistant Director Operational Services
ignature	Date
24 November 2004	

DXX45 *	HORTICULTURAL MAINTENANCE RESERVE FUND*
Service Accountant : K Taylor	Responsible Officer:
This is a 'Reserve Account', has be following 'Prioity'	en linked to the
Links to all Corporate priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£74,222
up to and incl. week: 18	
The objective of the Horticultural Mainte economically and safely meet the require	nance Unit of the Operations Division is to provide quality direct services which efficiently, ments of our customers.
The financial objective of the service is to and service arrangements, the majority of	b break-even and it operates on the basis of extended CCT contracts, Service Level Agreements which are at prices agreed in advance of service provision.
This Reserve was established to hold annual	ual surpluses generated from the Horticulture Maintenance trading account.
Links to any relevant files etc.	
Please complete the following boxe	es:
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 Operational Services (combined total of all operational services trading reserves).
The process and timescale for review of the reserve to ensure continuing relevance _adequacy:	Annually at year end.
How and When the reserve can be used:	Director of Environment Services (Mike Yeo) to determine in consultation with Divisional Director of Finance (Richard Thorpe), to meet costs arising from Horticultural Maintenance operation.
Procedure for the reserve's management and control:	Under the control of the Director of Environment Services (Mike Yeo), the Assistant Director Operational Services (Gareth Bourton) and the Service Manager Financial Services (Keith Taylor).
Does this reserve attract interest? Y	/N N
Reviewed by:	Gareth Bourton
Job Title:	Assistant Director Operational Services
Signature	Date
24 November 2004	

DYX45	*V	EHICLE MAINTEN	ANCE RESERVE	FUND*	
Service Accountant :	K Taylor		Responsible Office	er:	
This is a 'Reserve Account' following 'Prioity'	', has been linke	ed to the			
Links to all Corporate priorities					
Latest Balance (Actual to	date) :				
as at Period: 4	Г	-£15,922			
up to and incl. week: 18	'—				
The objective of the Vehicle Ma economically and safely meet th			provide quality direct s	services which	ch efficiently,
The financial objective of the se and service arrangements, the m	rvice is to break-er ajority of which ar	even and it operates on the baster at prices agreed in advance	isis of extended CCT cone of service provision.	ntracts, Servi	ice Level Agreements
This Reserve was established to	hold annual surplu	uses generated from the Veh	icle Maintenance trading	g account.	
Links to any relevant files	etc.				
Please complete the follow	ing boxes:				
Justification for reserve balar the minimum level for the re	serve : sir un be Se	nternal trading account reservingle financial year. Surpluse ncertainties. To ensure the viecen set equal at £300k which ervices (combined total of all	es need to be retained to ability of future trading, is equal to 2.5% of the	safe guard a an optimum total turnove	gainst future trading reserve limit has or for Operational
The process and timescale for of the reserve to ensure conti relevance _adequacy:	1 1CAICAA	nnually at year end.			
How and When the reserve cused:	Di	irector of Environment Servi ivisona! Director of Finance laintenance operation.			
Procedure for the reserve's management and control:	Di	nder the control of the Direct irector Operational Services ervices (Keith Taylor).	or of Environment Serv (Gareth Bourton) and the	ices (Mike Y e Service Ma	eo), the Assistant anager Financial
Does this reserve attract inter	est?Y/N N		W-71008A		
Reviewed by:	Ga	areth Bourton			
Job Title:	As	ssistant Director Operational	Services		
Signature				Date	
Job Title: Signature	As	ssistant Director Operational	Services	Date	

DZX45	*OTH	ER CLEANSING RESERVE FUND*
Service Accountant : K	Taylor	Responsible Officer:
This is a 'Reserve Account', h	as been linked to the	•
Links to all Corporate priorities		
Latest Balance (Actual to da	<u>te) :</u>	
as at Period: 4		-£78,313
up to and incl. week: 18	7	
The objective of the Cleansing Uni safely meet the requirements of our	t of the Operations Divis	sion is to provide quality direct services which efficiently, economically and
The financial objective of the servi and service arrangements, the majo	ce is to break-even and it ority of which are at price	it operates on the basis of extended CCT contracts, Service Level Agreements es agreed in advance of service provision.
This Reserve was established to ho	ld annual surpluses gener	erated from the Cleansing trading account.
Links to any relevant files etc		
Please complete the following	; boxes :	
Justification for reserve balance the minimum level for the reser	ve : single finan uncertaintie been set at :	ding account reserve for surpluses generated or losses sustained within a nicial year. Surpluses need to be retained to safe guard against future trading es. To ensure the viability of future trading, an optimum reserve limit has £300k which is equal to 2.5% of the total turnover for Operational Services total of all operational services trading reserves).
The process and timescale for rof the reserve to ensure continurelevance _adequacy:		year end.
How and When the reserve can used:		Environment Services (Mike Yeo) to determine in consultation with Director of Finance (Richard Thorpe), to meet costs arising from Other operation.
Procedure for the reserve's management and control:	Under the or Director Ope Services (Ke	control of the Director of Environment Services (Mike Yeo), the Assistant perational Services (Gareth Bourton), and the Service Manager Financial eith Taylor).
nanagement and control:	Director Op Services (Ke	perational Services (Gareth Bourton), and the Service Manager Financial
management and control:	Director Op Services (Ke	perational Services (Gareth Bourton), and the Service Manager Financial eith Taylor).
	Director Ope Services (Ke	perational Services (Gareth Bourton), and the Service Manager Financial eith Taylor).

TCX20	*INSURANCE RESERVE*
Service Accountant: M Phillips	Responsible Officer: Assistant Managing Director
This is a 'Reserve Account', has been following 'Prioity'	linked to the
Supports all priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£2,037,005
up to and incl. week: 18	
Reflects Council's Insurance reserve for unkn	nown insurance claims or liabilities.
Included in this reserve are monies set aside f (Scheme of Arrangement) and for as yet unkn	for liabilities arising from Devon County Council prior 1998, Municipal Mutual Insurance Ltd nown claims.
The Council receives advice on the potential Actuaries.	liabilites from Devon County Council, Municipal Mutual Insurance Ltd and External
Following discussions with the Council's exte provision.	emal auditor £1.2 million of the Council's insurance reserve for 2003/04 was reclassified as a
Links to any relevant files etc.	
Please complete the following boxes:	
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 advise). (Currently £0.75m) As at 31 March 2005, reserve will stand at 58% of next years contribution post reduction for capping.
The process and timescale for review of the reserve to ensure continuing relevance 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 reported March 2004 using data from March 2003.
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 nanagement and control:	Management of claims by insurance section with support from Director of Finance
Does this reserve attract interest ? Y / N	N N
Reviewed by:	Claire Ammar

TCX21	*REVENUE RESERVE*	7
Service Accountant : M Ph	illips Responsible Officer: R Thorpe	
This is a 'Reserve Account', has following 'Prioity'	been linked to the	
All Priorities		
Latest Balance (Actual to date)	i	
as at Period : 4	-£100,000 l	
up to and incl. week: 18	-2100,000	
This reserve was formally the Unknow	n Liabilities reserve.	
During the Review of Reserves 2004/0 expenditure in 2004/05. Its blance as a	95 this reserve was considered not to be relevant and it will be used to support specific re it 31/03/05 is expected to be nil.	venue
Links to any relevant files etc.		
Please complete the following be	oxes:	
Justification for reserve balance ar the minimum level for the reserve		
The process and timescale for revi of the reserve to ensure continuing relevance adequacy:	9W Not applicable	
How and When the reserve can be used:	To support 2004/05 revenue budget	
Procedure for the reserve's management and control:	Not applicable	
Does this reserve attract interest ?	Y/N	
Reviewed by:	Richard Thorpe	
lob Title:	Director of Finance	
Signature	Date	

XAX06	*CENTRAL DIRECTORATES CARRY FORWARD*
Service Accountant: M Phillips	Responsible Officer: Director of Finance
This is a 'Reserve Account', has been following 'Prioity'	linked to the
upports all Priorities	
atest Balance (Actual to date):	
s at Period: 4	-£214,563
p to and incl. week: 18	327,000
effects approved carry forwards from the C fanaging Directors. The carry forwards are	Central Directorates of Corporate Governance, Finance, Human Resesources and Assistant enormally utilised in full in year following approval.
inks to any relevant files etc.	
lease complete the following boxes :	
stification for reserve balance and e minimum level for the reserve :	To finance committed and approved carry-forwards from underspendings arising in previous financial years.
	Balance will be nil after carry forward applied in 2004/5 year.
ne process and timescale for review the reserve to ensure continuing levance adequacy:	Carry-forwards are approved by members each year and are subsequently monitored a 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 balance still in reserve at end of year requires specific approval of Diector of Finance to remain clasified as reserve.
	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.
sed: ocedure for the reserve's	works and services with contributions from the reserve fund, usually as a year-end
ed: ocedure for the reserve's anagement and control:	works and services with contributions from the reserve fund, usually as a year-end transaction. There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds helsd in the reserve.
ed: cocedure for the reserve's anagement and control: es this reserve attract interest ? Y/N	works and services with contributions from the reserve fund, usually as a year-end transaction. There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds helsd in the reserve.
ocedure for the reserve's anagement and control: less this reserve attract interest ? Y / Noviewed by:	works and services with contributions from the reserve fund, usually as a year-end transaction. There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds helsd in the reserve. N Richard Thorpe
ow and When the reserve can be sed: rocedure for the reserve's anagement and control: pes this reserve attract interest ? Y / N eviewed by: b Title: gnature	works and services with contributions from the reserve fund, usually as a year-end transaction. There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds helsd in the reserve.

XAX19		*COUNCIL ELEC	TIONS*	
Service Accountant : N	M Phillips	Respo	onsible Officer: M Wal	sh
This is a 'Reserve Account', following 'Prioity'	has been linked to the			
Latest Balance (Actual to da	ate):			
as at Period : 4		£0		
up to and incl. week: 18		20		
To provide funding to meet costs	of full Council Elections e	every 3/4 years		
Links to any relevant files etc	с.			
Please complete the following	g boxes :			
Justification for reserve balanc the minimum level for the rese	rve:		Council Elections every 3/ £70k. Annual budgeted cor	·
The process and timescale for of the reserve to ensure continuelevance adequacy:		nnually to meet latest estimate account and one - off und	ate of election costs fed by a erspends when considered a	nnual contribution ppropriate.
How and When the reserve can used:	When full C cannot be m	ouncil election is called and et from revenue account.	to fund shortfall on any by	election which
Procedure for the reserve's nanagement and control:	Director of F	inance.		
oes this reserve attract interes	st?Y/N N]	7.00	
leviewed by:	M Tucker			
ob Title:	Elections Ma	ınager		

XAX21	*EQUIPMENT FUND*
Service Accountant: M Phillips	Responsible Officer: A Director-Corporate Financ
This is a 'Reserve Account', has been following 'Prioity'	linked to the
Supports all priorities.	
Latest Balance (Actual to date):	
as at Period: 4	-£323,973
up to and incl. week: 18	
To fund departmental purchases of equipmer	nt.
Services contribute to this fund to enable pur years.	rchases of departmental related equipment to be made as required funded over a number of
Links to any relevant files etc.	
Please complete the following boxes:	
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 review of the reserve to ensure continuing elevance 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 nanagement and control:	Assistant Director - Corporate Finance (Paul Looby) to oversee usage of fund.
Ooes this reserve attract interest ? Y / N	N
leviewed by:	Paul Looby
ob Title:	Assistant Director - Corporate Finance
ignature	Date

XAX82	*FI	NANCIAL ST	TRATEGY RESERV	/E*	
Service Accountant :	M Phillips		Responsible Office	r: R Thorpe	
This is a 'Reserve Account following 'Prioity'	', has been linked to th	e			
upports all priorities					
atest Balance (Actual to	date) :				
s at Period : 4		£0			
p to and incl. week: 18	L				
eserve to meet expenditure ass eliver future improvements to	sociated with future reorgan service.	nisations, restructu	ring and developments wh	ich may need some fundin	g to
inks to any relevant files	etc.				
lease complete the follow	ing boxes :		·		•
stification for reserve bala e minimum level for the re	serve : reserve to t	be used for the im	I. It is anticipated that £50 plementation of reviews, fu nts which may need some f	Ok will be transferred to the ature reorganisations, funding to deliver future	is
e process and timescale fo the reserve to ensure conti evance adequacy:		iew by Director of	Finance		
w and When the reserve ca ed:	an be As authorise	ed by Director of	Finance to support objectiv	res of reserve.	
ocedure for the reserve's nagement and control;	Managemen	nt of reserve by Di	rector of Finance in conjun	ection with the Chief Execu	ıtíve.
es this reserve attract intere	est ? Y/N N]			
riewed by:	Richard Tho	огре			
Title:	Director of F	Finance			
nature		16.	D	Pate	
November 2004					

XAX83		*LOCAL PI	AN RESERVE*	
Service Accountant :	O'Rourke		Responsible Officer:	Service Man Strat. Planning
This is a 'Reserve Account', following 'Prioity'	has been linked to th	e		
Community and Jobs & Industry.				
Latest Balance (Actual to da	te) :			
as at Period: 4		-£56,768		
up to and incl. week: 18	L <u></u>	-230,708		
To fund costs of Local Plan Inquir	y approx every 5 years			
Links to any relevant files etc.]
Please complete the following	boxes :			
Justification for reserve balance the minimum level for the reser	and The Local I revenue con the next 5 y	TRIDUITOR OF FOU, 50	eted in 2003/04 incurred cost 00 is currently budgeted to re	is of £369,000. An annual plenish the reserve fund over
The process and timescale for re of the reserve to ensure continuir relevance adequacy:	Reviewed at and addition	nnually to meet late al "one-off" contri	est estimate of local plan cost butuions as appropriate.	s - fed by annual contribtuion
How and When the reserve can bused:	When Local	Plan Inquiry takes	place	
Procedure for the reserve's management and control:	Director of F	inance		
Does this reserve attract interest '	P Y/N N	<u> </u>		
Reviewed by:	Mike Fox			
Job Title:	Assist. Direct	or - Strategic Envir	onmental Policy	
Signature			Date	

XAX84	*LGR REPAYMENT RESERVE*
Service Accountant: M Philli	Responsible Officer: Director of Finance
This is a 'Reserve Account', has be following 'Prioity'	en linked to the
Supports all priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£505,000 l
up to and incl. week: 18	
Reflects reserve to support future year bud	lgets in respect of costs associated with SCA's for Local Governement Reorganisation
Links to any relevant files etc.	
Please complete the following boxes	:
the process and timescale for review the reserve to ensure continuing elevance adequacy:	Reserve to support future year budgets in respect of costs associated with SCA's for Local Governement Reorganisation. At present it is planned this balance will be appliover equal instalments until 2011. There is no miniumum 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 £2: Annually during closedown by Director of Finance
revalice adequacy:	
ow and When the reserve can be sed:	Annual contribution in equal instalments towards the Miniumn Revenue Provsion requirement resulting from use of the SCA's.
ow and When the reserve can be red: Decedure for the reserve's anagement and control:	Annual contribution in equal instalments towards the Miniumn Revenue Provsion requirement resulting from use of the SCA's. Director of Finance will review level of annual contribution as part of both budget setting and final accounts process
ed: Decedure for the reserve's inagement and control:	Director of Finance will review level of annual contribution as part of both budget setting and final accounts process
ed: ocedure for the reserve's nagement and control: os this reserve attract interest ? Y/N	Director of Finance will review level of annual contribution as part of both budget setting and final accounts process
ed: Decedure for the reserve's inagement and control: es this reserve attract interest ? Y/N viewed by:	Director of Finance will review level of annual contribution as part of both budget setting and final accounts process N Richard Thorpe
ed: Decedure for the reserve's	Director of Finance will review level of annual contribution as part of both budget setting and final accounts process

XAX85	*DECEDUE TE EQUIPA
	RESERVE - IT EQUIPMENT RPLCM
Service Accountant: M Philli	ips Responsible Officer: Assistance Director - IT
This is a 'Reserve Account', has be following 'Prioity'	een linked to the
Supports all Priorities	
Latest Balance (Actual to date):	
as at Period: 4	-£292,130
up to and incl. week: 18	-2272,130
Reflects reserve for the prioritised repleen	nent of Council IT equipment
Annual contributions to this reserve are ma	
to the reserve me ne	and each year by each committee.
Links to any relevant files etc.	
Please complete the following boxes	s:
Justification for reserve balance and the minimum level for the reserve:	Reserve for the replement 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 considerin specific spending priorities including PC replacements over the existing commitment already made.
f the reserve to ensure continuing	IT Steering group with support from Asssitant Director of IT Services
f the reserve to ensure continuing elevance adequacy: ow and When the reserve can be	
f the reserve to ensure continuing elevance adequacy: ow and When the reserve can be	IT Steering group with support from Assistant Director of IT Services Control by IT Steering Group and Assistant Director of IT Services
The process and timescale for review of the reserve to ensure continuing elevance adequacy: ow and When the reserve can be sed:	
f the reserve to ensure continuing elevance adequacy: ow and When the reserve can be	
the reserve to ensure continuing levance adequacy: ow and When the reserve can be led:	Control by IT Steering Group and Assistant Director of IT Services Assistant Director of IT Services in conjunction with guidance and priorities set by IT Steering and Director of Finance.
the reserve to ensure continuing levance adequacy: by and When the reserve can be ed: cocedure for the reserve's imagement and control:	Control by IT Steering Group and Assistant Director of IT Services Assistant Director of IT Services in conjunction with guidance and priorities set by IT Steering and Director of Finance.
the reserve to ensure continuing elevance adequacy: by and When the reserve can be sed: cocedure for the reserve's inagement and control:	Control by IT Steering Group and Assistant Director of IT Services Assistant Director of IT Services in conjunction with guidance and priorities set by IT Steering and Director of Finance.
the reserve to ensure continuing elevance adequacy: by and When the reserve can be ed: cocedure for the reserve's unagement and control: es this reserve attract interest ? Y / N viewed by:	Control by IT Steering Group and Assistant Director of IT Services Assistant Director of IT Services in conjunction with guidance and priorities set by IT Steering and Director of Finance.

XCX40	*A	RTS OBJECT	S PURCHASE I	UND*	
Service Accountant:	Lisa Finn		Responsible Of	ficer:	
This is a 'Reserve Account', following 'Prioity'	has been linked to t	he			
Latest Balance (Actual to d	ate) :				
as at Period: 4	r——				
up to and incl. week: 18		-£18,757			
Purchase of art objects for Torre A	11. 16				
	lobey Museum				
Links to any volume St.					
Links to any relevant files etc					
Please complete the following	g boxes :				
Justification for reserve balance	and Purchase	of art objects for To	orre Abbey Museum		
the minimum level for the reser	ve:				
The process and timescale for re	Annual rev	riew by Head of M	useum Service in conju	notion with	Di
of the reserve to ensure continuities of the reserve to ensure continu	ng Report to f	orm part of Annual	Service Plan.	menon with	Director of Finance.
oranio adoquacy.					
low and When the reserve can ised:		to supplement Ann	ual Revenue Budget w	ith contribu	ions to reserve from
seu.	underspend specific pur	is on revenue budge	et and donations/contri	butions fron	nons to reserve from external bodies for this
rocedure for the reserve's	Head of Mu	seum Service to m	anage and authorise pa	I/ment in an	
anagement and control:	Director of considered a	rmance, supported	by independent assess	ment of prop	osed purchase where
		ppropriate.			
oes this reserve attract interest	? Y/N N	1			
eviewed by:	Michael Rho	ndes			
b Title:					
gnature				Date	

VEVOE	
XEX05	*EDUCATION CTEE CARRY FORWARD*
Service Accountant : Lisa Finn	Responsible Officer: Matt Redwood
This is a 'Reserve Account', has been following 'Prioity'	en linked to the
Lifelong Learning	
Latest Balance (Actual to date):	
as at Period: 4	CO
up to and incl. week: 18	£0
To hold schools' only unspent balances appallocations and unspent standards fund gra	proved for carry forward to the new financial year. This balance is made up of unspent school
For 2004/05 these balances are forecast to schools takes place in mid October 2004.	remain broadly the same at around £2.3 million. The next budget monitoring exercise for It will be at this point that a further update on the forecast use of balances will be reported.
Given that this is an earmarked reserve for that Schools have more freedom to accurate	specific schools. Reporting procedures are slightly different to a Council controlled reserve in ulate balances subject to clear criteria set out by DfES and Director of Learning and Culture. nber of headings. Any unearmarked balances can be clawed back by the Council subject to clear
Links to any relevant files etc.	RE XEX05.msg
Please complete the following boxes	:
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 review of the reserve to ensure continuing relevance 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 clasified as reserve.
low and When the reserve can be ised:	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.
rocedure for the reserve's nanagement and control:	There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds held in reserve.
	n
pes this reserve attract interest ? Y/N	<u></u>
pes this reserve attract interest ? Y/N eviewed by:	Matt Redwood

Service Accountant: Sue Kane	D
This is a 'Reserve Account', has been	Responsible Officer: Michael Rhodes
following 'Prioity'	
Latest Balance (Actual to date):	
s at Period: 4	COL
p to and incl. week: 18	£0
his reserve holds sale proceeds to be reinve	rested in restoration of exhibits in Torquay Town Hall.
inks to any relevant files etc.	
Please complete the following boxes:	
stification for reserve balance and le minimum level for the reserve :	This fund is no longer required and the balance will be removed.
ne process and timescale for review the reserve to ensure continuing levance adequacy:	Annual review by Head of Museums Service in conjunction with Group Accountant, Report to form part of Annual Service Plan.
ow and When the reserve can be ed:	To be used to supplement Annual Revenue budget with contribution to reserve from underspends on revenue budget and donations/contribution from external bodies for this specific purpose.
ocedure for the reserve's inagement and control:	Head of Museums Service to manage and authorise payment in consultation with Group Accountant, supported by independent assessment of proposed purchase where
nagement and control:	Head of Museums Service to manage and authorise payment in consultation with Group Accountant, supported by independent assessment of proposed purchase where considered appropriate.
nagement and control:	Accountant, supported by independent assessment of proposed nurshape with an
nagement and control: es this reserve attract interest ? Y / N	considered appropriate.
	considered appropriate.

Service Accounts: Liss Finn Responsible Officer: This is a 'Reserve Account', has been linked to the following 'Priolity' Lifelong Learning Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 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 full 26 year contract period (to 2027). The Fund is credited with an annual countribution (subject to inflation) from the Education reven budget pitas any suphs of income over expenditure charged to the PFI operational account (PECO2). From 2002/03 the use of the Fund was extended to provide £ Inn funding towards the Paignann Community College expansion project make good the withdrawal of £ Inn from the Fund in 2002/03 and 2003/04 the Education revenue budget is committed to an annual contribution of £4,000 (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 budge pressure for Learning and Culture Links to any relevant files etc. 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 limescale for review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy Phese serve to ensure continuing relevance adequacy: Director of Finance The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1 m to part fund the expansion of Paignon Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1 m to part fund the expansion of Paignon Community College (see above) approved by Council in July 2001.	XEX60	*PFI SINKING FUND*
Lifelong Learning Latest Balance (Actual to date): as at Period: 4 up to and Incl. week: 18 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 full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education reven 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 £Im funding towards the Paignton Community College expansion project 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 budge to 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 budge to contribution of £40,000 (subject to inflation) over 25 years. Please complete the following boxes: Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Reserve is earnarked solely to cover future demands for payment of the Unitary Churge due under the PFI contract (except for the withdrawalof £Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Churge due under the PFI contract (except for the withdrawalof £Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001)	Service Accountant : Lise	a Finn Responsible Officer:
Latest Balance (Actual to date): as at Period: 4 up to and incl. week: 18 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 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 £ Im funding towards the Paignton Community College expansion project 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 budge pressure for Learning and Culture Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The process and timescale for review of the reserve to ensure continuing elevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Pund is reviewed at least annually to ensure adequacy The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £ Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £ Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £ Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001)	This is a 'Reserve Account', ha following 'Prioity'	s been linked to the
as at Period: 4 up to and incl. week: 18 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 full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education reven budget plus any surplus of income over expenditure charged to the PFI operational account (PECUS). From 2002/03 the use of the Fund was extended to provide £1m funding towards the Paignton Community College expansion project 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 budge pressure for Learning and Culture Links to any relevant files etc. Please complete the following boxes: 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 review of the seserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earnarked solely to cover future demands for payment of the Unitary Charge future demands for payment of the Expansion of Paignton Community College (see above) approved by Council in July 2001)	Lifelong Learning	
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 full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education reven budget plus any surplus of income over expenditure charged to the PFI operational account (PECO2). From 2002/03 the use of the Fund was extended to provide £1m funding towards the Paignton Community College expansion project 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 Learning and Culture Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy Director of Finance The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annual	Latest Balance (Actual to date)):
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 full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education reven 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 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 budge pressure for Learning and Culture Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The process and timescale for review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001.	as at Period: 4	-£2.038.300 I
budget plus any surplus of income over expenditure charged to the PFI operational account (PECU2). From 2002/03 the use of the Fund was extended to provide £1m funding towards the Paignton Community College expansion project 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 budge pressure for Learning and Culture Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The process and timescale for review of reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy 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) 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) 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)	up to and incl. week: 18	
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 budge pressure for Learning and Culture Links to any relevant files etc. Please complete the following boxes: Justification for reserve balance and the minimum level for the reserve: Mestlands & Homelands schools signed in March 2000 for a period of 26 years ending Mestlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The process and timescale for review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Fund is reviewed at least annually to ensure adequacy The Pund is reviewed at least annually to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July Procedure for the reserve's paragement and control: Director of Finance Ones this reserve attract interest? Y/N Y	budget plus any surplus of income over	er expenditure charged to the PFI operational account (PEC02).
Please complete the following boxes: 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 review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) Trocedure for the reserve's management and control: Director of Finance	contribution of £40,000 (subject to int	flation) over 25 years.
Please complete the following boxes: 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 review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) Trocedure for the reserve's languagement and control: Director of Finance	Over the life of the PFI contract this for pressure for Learning and Culture	and will have a positive balance but is forecast to go into deficit and hence a future revenue budget
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 review of the reserve to ensure continuing relevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) Toccedure for the reserve's Director of Finance Director of Finance	Links to any relevant files etc.	
Westlands & Homelands schools signed in March 2000 for a period of 26 years ending August 2027 The process and timescale for review of the reserve to ensure continuing elevance adequacy: The Fund is reviewed at least annually to ensure adequacy The Reserve is earmarked solely to cover future demands for payment of the Unitary Charge due under the PFI contract (except for the withdrawalof £Im to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) Toccedure for the reserve's anagement and control: Director of Finance	Please complete the following bo	Dixes :
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 nanagement and control: Director of Finance	Justification for reserve balance an the minimum level for the reserve	: Westlands & Homelands schools signed in March 2000 for a period of 26 years and it
Charge due under the PFI contract (except for the withdrawalof £1m to part fund the expansion of Paignton Community College (see above) approved by Council in July 2001) procedure for the reserve's paragement and control: Director of Finance Director of Finance	of the reserve to ensure continuing	The Fund is reviewed at least annually to ensure adequacy
oes this reserve attract interest ? Y/N Y		expansion of Paignton Community College (see above) approved by Constilling L.
	rocedure for the reserve's anagement and control:	Director of Finance
	pes this reserve attract interest ? Y	//N Y
b Title: Manager - Resources Learning and Cultural Service	b Title:	Manager - Resources Learning and Cultural Service

XEX81	*RESERV	E - Redunda	ncy,Retirement & 1	Reloc	ation*
Service Accountant: GI	Davis		Responsible Offic		Matt Redwood
This is a 'Reserve Account', ha following 'Prioity'	s been linked to the	e			
(Lifelong Learning) All					
Latest Balance (Actual to date) <u>:</u>				
as at Period: 4		£368,392			
up to and incl. week: 18	L	2500,572			
To enable the Council to meet new re- edundancies. For 2003/04 it is has be- closed Stepps Cross Special School at the fund for 2004/05 stands at £390k	nd the costs relating to	the previous Dire	due. This has been built redundancy costs relating ector of Education.	up fro	m annual budgets for new he displaced staff from the
inks to any relevant files etc.					
Please complete the following b	nyos '				
astification for reserve balance are minimum level for the reserve	nd To enable th	ne Council to mee p by annual contr	t new redundancy related butions from Learning a	liabili nd Cul	ities as they fall due. Has lture revenue budget (£90k
ne process and timescale for revie the reserve to ensure continuing levance adequacy:	Annually rev	riewed as to adequ	nacy and necessity.		
w and When the reserve can be ed:	To meet cost budget setting	s arising from any g proposals.	Redundancy, Retiremen	t & Re	elocation arising from
ocedure for the reserve's nagement and control:	Director of Fi	nance & appropri	ate Service Director		
es this reserve attract interest ? Y	//N n				-
riewed by:	Matt Redwood				
Title:	Manager- Reso	ources Learning a	nd Cultural Service		
ature			D	ate	
	i		1		

XHX04	*HELE T.SIGNAL MTCE*
Service Accountant : A O'Rourk	Responsible Officer: Group Manager - Highway
This is a 'Reserve Account', has been following 'Prioity'	linked to the
Priority: Road Safety & Congestion. Aim: To work with the community to delive improved transportation and road safety with Torbay.	er thin
Latest Balance (Actual to date);	
as at Period: 4	-£4,102
up to and incl. week: 18	2,3202
This is a commuted sum received from a detail local development.	veloper to fund the annual maintenance costs of Hele Traffic Signals adopted on completion
inks to any relevant files etc.	
Please complete the following boxes:	
ustification 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.
he process and timescale for review f the reserve to ensure continuing elevance adequacy:	Annual
ow and When the reserve can be sed:	Annual maintenance cost of Traffic Lights to be funded from this reserve until fund depleted.
rocedure for the reserve's anagement and control:	Director of Environment in conjunction with Head of Finance
pes this reserve attract interest ? Y / N	n
eviewed by:	Malcolm Webley
b Title:	Asst. Director - Highways & Street Services
gnature	Date
November 2004	

XHX31	*CAR PARKS P&D MACHINE FUND*	
Service Accountant:	A O'Rourke Responsible Officer: S	Service Man Town Services
This is a 'Reserve Account' following 'Prioity'	, has been linked to the	
Priority: Road Safety & Congest Aim: To work with the commun improved transportation and road Torbay.	ity to deliver	
Latest Balance (Actual to d	late):	
as at Period: 4 up to and incl. week: 18	-£106,905	
This reserve was established to a of Pay and Display machines who contributions have not accrued to	eccommodate annual revenue contributions from the Car Parking Account to the they reached the end of their useful lives. Budgetary cut-backs in the past the account for a number of years.	fund the future replacement have meant that
Links to any relevant files et	с.	
Please complete the following	g boxes :	
Justification for reserve balance the minimum level for the rese	There are currently 112 pay & display machines within the Co Replacement costs are around £3,500 each with a majority we estimated useful life. An investment of £392,000 would be req replacement took place.	Il nost their 7
The process and timescale for of the reserve to ensure continurelevance adequacy:	Annually by Director of Environment to assess potential calls of part of budget planning.	on balance and report as
How and When the reserve can used:	be Car Park Manager will drawdown against the fund as machines not be met by normal revenue maintenance budget provision. Scontributions can be used to supplement the fund. Monies to be account or capital account.	Pagaidia assessed to
Procedure for the reserve's management and control:	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	
Signature	Date	
24 November 2004		

XHX40	L	*VEHICLE & PLANT FUND*
Service Accountant :	A O'Rourke	Responsible Officer: Director of Finance
This is a 'Reserve Accoun following 'Prioity'	t', has been li	inked to the
Latest Balance (Actual to	date) :	
as at Period: 4		-£590,143
up to and incl. week; 18		1000,740
		nd renewal of vehicles and plant making up the Council's fleet. Annual contributions are iil's DSO who manage and maintain the fleet) to finance purchases charged to the fund. id to the secondhand market are also credited to the fund.
inks to any relevant files	etc.	
Please complete the follow	ing boxes :	
ustification for reserve balar the minimum level for the re	nce and serve :	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. It is appare therefore, that the current balance is in excess of requirements and that a reduced balar of £200,000 would be sufficient for future needs.
he process and timescale for the reserve to ensure conti- elevance adequacy:	r review nuing	Balances on the reserve are periodically projected over a 5 year period to ensure their adequacy. Report considered as part of the budget process.
ow and When the reserve ca sed:		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
ocedure for the reserve's anagement and control:	8	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.
	1	
es this reserve attract intere	L st?Y/N	1
		N Richard Thorpe
viewed by:	R	
es this reserve attract intere viewed by: o Title: mature	R	Richard Thorpe

Transa -	
XKX05	*ENVIRNMNT CTEE CARRY FORWARD*
Service Accountant: A O'Roun	rke Responsible Officer: Director of Environment Ser
This is a 'Reserve Account', has bee following 'Prioity'	en linked to the
Mainly Community.	
Latest Balance (Actual to date):	
as at Period: 4	£749.252 B
up to and incl. week: 18	-£748,252
At the end of each financial year, the Direc where not completed by 31st March. Appropriate commitments in the following finance.	ctor of Finance provides for Members a list of committed and budgeted works or services that oval is sought for the resultant funds freed up by the underspend to be carried forward to financial year.
Links to any relevant files etc.	
Please complete the following boxes	
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 review of the reserve to ensure continuing elevance 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.
ow and When the reserve can be sed:	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.
rocedure for the reserve's anagement and control:	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.
es this reserve attract interest ? Y / N	N
viewed by:	Mike Yeo
) Title:	Director of Environment Services
nature	DESCRIPTION OF ENVIRONMENT SERVICES
pacore	Date

XKX92	*R	ESERVE FUND-CEM/CREM*	
Service Accountant :	A O'Rourke	Responsible Officer:	General Man Beavement Se
This is a 'Reserve Account following 'Prioity'	t', has been linked to the		
Community.			
Latest Balance (Actual to	date) :		
as at Period: 4	_ -e	460,155	
up to and incl. week: 18		700,133	
The Crematorium Revenue Acc	ount makes annual contribution	ons to this reserve to fund future replacement	of the cremators.
inks to any relevant files	etc.]
Please complete the follow	ing boxes :		
ustification for reserve balan ne minimum level for the re	serve: 2013 prices, re contributions of help ensure fur	ment of the estimated useful life of the crem eplacement is estimated to cost £1.47 million of £75,000 are made, supplemented by 'on-onds endeavour to achieve the required sum quality standards will also require significants.	a. Annual revenue ffs' when financially viable, to
he process and timescale for the reserve to ensure continued the elevance adequacy:	r review Annual reasses nuing sufficient. Tak	ssment is made of the cost of replacement to ken into consideration as part of budget cons	ensure balances are ideration and in business plan.
ow and When the reserve ca led:	funding identif	f the cremators will be approved as part of the field as coming from this earmarked reserve. -off's " supplement the fund.	ee Council's Capital Plan with Annual contribution and
			1
OCACHIRA for the reserva's	The first in		
ocedure for the reserve's anagement and control:	The fund is con Council as part	strolled by the Director of Finance with draw of Capital Plan financing.	down being approved by the
	Council as part	strolled by the Director of Finance with drawn of Capital Plan financing.	down being approved by the
anagement and control:	Council as part	strolled by the Director of Finance with draw of Capital Plan financing.	down being approved by the
anagement and control: es this reserve attract intere	est? Y/N N Fran Hughes	or Capital Plan financing.	down being approved by the
anagement and control: es this reserve attract intereviewed by:	est? Y/N N Fran Hughes	strolled by the Director of Finance with drawn of Capital Plan financing. Env Health & Consumer Protection	

XLX15		*MIDAS - CLARENCE HOTEL 106*
Service Accountant :	A O'Rourke	Responsible Officer: A. Director - Devel & Conse
This is a 'Reserve Account' following 'Prioity'	, has been li	inked to the
		
Latest Balance (Actual to c	late) :	
as at Period: 4		-£788
up to and incl. week: 18		
This represents a developer control Hotel development site. Conserve finance derived from the fund.	ribution as par ation officers a	t of a planning Section 106 agreement for environmental enhancements at the Clarance agree proposals in keeping with the agreement. Relevant works are charged to revenue with
Links to any relevant files et	tc. [
Please complete the following		
ustification for reserve balan the minimum level for the rese		As per the section 106 agreement, the balance will diminish to zero as annual maintenance calls deplete the fund.
The process and timescale for if the reserve to ensure continulation adequacy:	review uing	Annually and as specific developments associated with the site arise.
low and When the reserve car sed:		Notification received from Conservation Planners as and when expenditure associated with the site arise.
rocedure for the reserve's anagement and control:		Head of Development and Conservation Planning in conjunction with Head of Finance.
pes this reserve attract interes	st?Y/N [I	N
eviewed by:	[1	Les Crump
o Title:	[2	Asst Director - Development & Conservation Servs.
nature		Date

XLX19		*SAFETY - JUNIOR LIFESKILLS*
Service Accountant :	S Kane	Responsible Officer: F Hughes
This is a 'Reserve Accoun following 'Prioity'	t', has been	linked to the
Latest Balance (Actual to	date) :	
s at Period: 4		-£1,538
ip to and incl. week: 18		
his account records various sy rom this sponsorship is charge	consorship inc d to the appro	come received for ongoing educational training on Health Promotions. Expenditure funded opriate revenue account and the funding entry is debited to XLX 19 as required at year end.
inks to any relevant files	etc.	
Please complete the follow	ing boxes :	
ustification for reserve bala ne minimum level for the re	nce and eserve :	Sponsorship income is used to support revenue expenditure on the service.
ne process and timescale for the reserve to ensure conti levance adequacy:	or review inuing	Annual review by F Hughes
ow and When the reserve ca	an be	Drawn on biennially to sustain the biennial Junior life skills event.
ocedure for the reserve's unagement and control:		Under control of Assistant Director of Environmental Health
oo this same as attack to be	est ? Y/N	N
es this reserve attract intere		
es this reserve attract intereviewed by: Title:		Assistant Director of Environmental Health
viewed by:		Assistant Director of Environmental Health Date

		SEC.106 AGREEMENTS			
Service Accountant: A	O'Rourke	Responsible Officer: A. Director - Devel & Conse			
This is a 'Reserve Account', h	as been linked to the				
Latest Balance (Actual to day	te) :				
as at Period: 4		111,781			
up to and incl. week: 18		7111,701			
Various sums received from develor Relevant works are charged to rever	pers under planning Section	on 106 agreements which are used to provid	de one-off public amenity benefit		
	nde with imance derived if	om the fund.	•		
Links to any relevant files etc.					
Please complete the following					
fustification for reserve balance he minimum level for the reserv	e : issues referred	reloper contributions are held and these are to in the relevant section 106 agreement. I any reason, then the contributions are refur	Magan ask1 . 1		
The process and timescale for ret f the reserve to ensure continuin elevance adequacy:	Annual review Section106 Ag	of balances are reported to Members in correements still in operation but where monit	njunction with report on all es not yet received.		
ow and When the reserve can be	In accordance v	with requirement of Section 106 Agreemen			
sed:		, so i i greenien			
ocedure for the reserve's anagement and control:	Head of Finance be reported as p	e in conjunction with appropriate Service I art of annual review and capital budget.	Director. Expenditure plan to		
es this reserve attract interest?	Y/N n	Ni Ni			
viewed by:	Les Crump				
Title:	Asst Director - D	Pevelopment & Conservation Servs.			

XNX05	*STRATEGIC CTEE CARRY FORWARD*
Service Accountant: M Ph	Responsible Officer: Chief Exec of TDA
This is a 'Reserve Account', has following 'Prioity'	been linked to the
Jobs & Industry	
Latest Balance (Actual to date)	<u>:</u>
as at Period: 4	-£20,000
up to and incl. week: 18	-220,000
Reflects approved carry forwards from approval.	Torbay Development Agency. The carry forwards are normally utilised in full in year follow
inks to any relevant files etc.	
Please complete the following bo	xes:
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.
	Carry forwards will be applied in 2004/5.
he process and timescale for revie f the reserve to ensure continuing elevance adequacy:	Carry-forwards are approved by members each year and are subsequently monitored part of the monthly budget monitoring processes undertaken within the relevant Directorate. Year end close down re-assesses previous carry-forwards and evaluates in Any balances still in reserve at end of year require specific approval of Director of Finance to remain clasified as reserve.
ow and When the reserve can be sed:	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.
ocedure for the reserve's anagement and control:	There are regular reports presented to the relevant Director concerning carry-forward expenditure and subsequent matching of funds helsd in the reserve.
on this reason.	
pes this reserve attract interest? Y	
viewed by:	Richard Morgan
Title:	Chief Exec of Torbay Development Agency
nature	Date

XNX12	*TO	RBAY ENTERPRIS	SE AGENCY*	
Service Accountant:	M Phillips	Respo	nsible Officer:	Chief Executive of TDA
This is a 'Reserve Account following 'Prioity'	t', has been linked to the			
Jobs & Industry				
Latest Balance (Actual to	date) :			
as at Period: 4		C42 051 B		
up to and incl. week: 18	<u> </u>	-£43,051		
This reserve reflects the Counci to Jobs and Industry.	l's on going support for the To	orbay Enterprise Agency an	nd similar bodies in	line with the Council's supp
Links to any relevant files e	etc.			
Please complete the followi	ing boxes :			
fustification for reserve balar the minimum level for the res	serve : Reserve will b	eflects the Council's on going to spent in part in 2004/5 at the next 3 years.	ng support for the nd then used to sup	Torbay Enterprise Agency. sport the Business Enterprise
The process and timescale for if the reserve to ensure continually elevance adequacy:	r review Review Annua	ally		
low and When the reserve ca sed:		ief Executive of TDA in rel exprise Agency and Torbay	ation to expenditur Development Ager	re associated with the aims
rocedure for the reserve's anagement and control:	Contral by Chie	of Executive of TDA in con	njunction with Torb	pay Development Agency
es this reserve attract interes	st?Y/N N			
eviewed by:	Richard Morgan	1		
				
o Title:	Chief Exec of T	orbay Development Agency	,	

XNX32	*]	*KINGSKERSWELL BYPASS*			
Service Accountant: AO	Rourke				
This is a 'Reserve Account', has following 'Prioity'	been linked to the				
Jobs and Industry.					
Latest Balance (Actual to date)	ı				
as at Period: 4		eo l			
up to and incl. week: 18		£0			
To set aside funding for the developm	ent costs for the Kingsk	erswell Bypass			
Links to any relevant files etc.					
Please complete the following be				_	
Justification for reserve balance an the minimum level for the reserve	the Council's	snare or costs in	CUITED by Devon County C	ovided within budgets to meet Jouncil (DCC). Any lesser meet futrure year commitments.	
The process and timescale for revie of the reserve to ensure continuing relevance adequacy:	To review in r	elation to budge	et process and medium term	financial plan	
How and When the reserve can be	When expendi	ture on the bypa	ss is required.		
ısed:			·		
Procedure for the reserve's nanagement and control:	Asst Director -	Strategic Enviro	onemental Policy when exp	enditure is required.	
oes this reserve attract interest?	'/N N				
eviewed by:	Mike Fox				
ob Title:	Asst Director -	Strategic Enviro	nmental Policy		
gnature			Da	te	
				L	

YZX11	*CAPITAL FUNDING RESERVE*
Service Accountant : S War	Responsible Officer: Richard Thorpe
This is a 'Reserve Account', has following 'Prioity'	been linked to the
All	
Latest Balance (Actual to date) :	
as at Period: 4	
up to and incl. week: 18	-£548,765
To provide funding & additional contin	agency for items in the approved Capital Plan.
provide the same of the same o	gency for helps in the approved Capital Plan.
inks to any relevant files etc.	
Please complete the following box	Kes:
ustification for reserve balance and ne minimum level for the reserve :	The current balance includes £0.436m earmarked for use in 2004/05 and 2005/06 to fund approved projects in the Capital Plan. The remaining balance of £0.100m is held a contingency against potential additional demands for Waterfront Phase II, Whiterock Playing field scheme and Car Parks plus an unallocated amount of £0.018m. £0.012m will be returned to Revenue in 2004/05.
he process and timescale for review the reserve to ensure continuing elevance 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.
ow and When the reserve can be sed:	As recommended to Council by the Director of Finance through the Capital Plan approval process
ocedure for the reserve's anagement and control:	The Fund is managed by the Director of Finance through the Capital Accountant
es this reserve attract interest ? Y	
viewed by:	Richard Thorpe
	Dimension
Title:	Director of Finance
o Title: nature	Date