

Reserve Account

Appendix 2
to Report Cm/2/04

AMX16

STH WEST WATER CONTRACT RESV

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Eng. & Property

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

Corporate ability.

Latest Balance (Actual to date) :

as at Period : 4

-£231,195

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

Latest estimates indicate a redundancy situation would incur the Council in costs approaching £56,000. However, it would be prudent to provide longer term when pension implications come into effect and to reflect inflationary and incremental factors. A minimum balance of £100,000 is suggested.

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Yeo

Job Title:

Director of Environment

Signature

Date

Reserve Account

BFX18

TORQUAY & PAIGNTON HARBOUR RESERVE

Service Accountant : P Truman

Responsible Officer: Director of Marine Services

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

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 :

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

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

Procedure for the reserve's management and control:

Director of Marine Services in conjunction with Director of Finance.

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Kevin Mowat

Job Title:

Director of Marine Services

Signature

Date

24 November 2004

Reserve Account

BRX15

BRIXHAM HARBOUR RESERVE

Service Accountant : P Truman

Responsible Officer: Director of Marine Services

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

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

The process and timescale for 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:

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

Procedure for the reserve's management and control:

Director of Marine Service in conjunction with Director of Finance.

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Kevin Mowat

Job Title:

Director of Marine Services

Signature

Date

Reserve Account

DBX45

BUILDING CLEANING RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£4,541

up to and incl. week : 18

The objective of the Building Cleaning Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the building cleaning 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 relating to Building Cleaning 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

24 November 2004

Reserve Account

DDX45

HIGHWAYS & SEWERS RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

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 Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Highways 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

24 November 2004

Reserve Account

DMX45

FLEET TRANSPORT RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

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 Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Fleet Transport 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

24 November 2004

Reserve Account

DMX57

SOFTWARE & EQUIPMENT RESERVE

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£16,650

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 :

This reserve will be used during 2004/05 to finance the purchase of a new smoke and gas analyser for the MOT facility and a new cylinder grinding machine for plant maintenance at Aspen Way Paignton.

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

Reviewed Annually

How and When the reserve can be used:

To finance the cost of replacing software or equipment used for vehicle maintenance - personnel involved Assistant Director Operational Services (Gareth Bourton), Fleet 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), Fleet Manager (Jack Haley) and 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

Reserve Account

DQX45

GENERAL MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

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 Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the 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

Job Title:

Assistant Director Operational Services

Signature

Date

24 November 2004

Reserve Account

DRX45

REFUSE COLLECTION RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£127,853

up to and incl. week : 18

The objective of the Refuse Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Refuse 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 Refuse Collection 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

24 November 2004

Reserve Account

DSX44

CLAYLANDS LANDFILL SITE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£15,000

up to and incl. week : 18

The Operations Division of the Environment Services Directorate are the licensed operators the Claylands Cross Landfill and Recycling Site. From October 2001 landfilling ceased and the site is currently used to deposit and recycle category A and B inert waste.

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annually at year end

How and When the reserve can be used:

When closure of the Claylands Landfill and Recycling Site generates capital expenditure. Personnel involved Director of Environmental Services (Mike Yeo), Assistant Director of Operational Services (Gareth Bourton), Service Manager Financial Services (Keith Taylor).

Procedure for the reserve's management and control:

Director of Environmental Services (Mike Yeo), in conjunction with Head of Finance to 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

24 November 2004

Reserve Account

DSX45

OPERATIONAL SERVICES RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

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 used by operational services

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 replacement 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 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

Reserve Account

DTX45

TORBAY TRANSFER STATION RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£25,392

up to and incl. week : 18

The objective of the Transfer Station Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Transfer Station 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 Torbay Transfer Station.

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

Reserve Account

DXX45

HORTICULTURAL MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

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 Maintenance Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Horticulture 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 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

Reserve Account

DYX45

VEHICLE MAINTENANCE RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£15,922

up to and incl. week : 18

The objective of the Vehicle Maintenance Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Vehicle Maintenance 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 equal 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 Divisonal Director of Finance (Richard Thorpe), to meet costs arising from Vehicle 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

Reserve Account

DZX45

OTHER CLEANSING RESERVE FUND

Service Accountant : K Taylor

Responsible Officer:

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

Links to all Corporate priorities

Latest Balance (Actual to date) :

as at Period : 4

-£78,313

up to and incl. week : 18

The objective of the Cleansing Unit of the Operations Division is to provide quality direct services which efficiently, economically and safely meet the requirements of our customers.

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

This Reserve was established to hold annual surpluses generated from the Cleansing 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 Other Cleansing 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

Reserve Account

TCX20

INSURANCE RESERVE

Service Accountant : M Phillips

Responsible Officer: Assistant Managing Director

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

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 unknown insurance claims or liabilities.

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

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

Following discussions with the Council's external auditor £1.2 million of the Council's insurance reserve for 2003/04 was reclassified as a provision.

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 advice). (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 management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Claire Ammar

Job Title:

Assistant Director (Risk Management)

24 November 2004

Reserve Account

TCX21

REVENUE RESERVE

Service Accountant : M Phillips

Responsible Officer: R Thorpe

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

All Priorities

Latest Balance (Actual to date) :

as at Period : 4

-£100,000

up to and incl. week : 18

This reserve was formally the Unknown Liabilities reserve.

During the Review of Reserves 2004/05 this reserve was considered not to be relevant and it will be used to support specific revenue expenditure in 2004/05. Its balance as at 31/03/05 is expected to be nil.

Links to any relevant files etc.

Please complete the following boxes :

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

not applicable

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

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

Job Title:

Director of Finance

Signature

Date

24 November 2004

Reserve Account

XAX06

CENTRAL DIRECTORATES CARRY FORWARD

Service Accountant : M Phillips

Responsible Officer: Director of Finance

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

Supports all Priorities

Latest Balance (Actual to date) :

as at Period : 4

-£214,563

up to and incl. week : 18

Reflects approved carry forwards from the Central Directorates of Corporate Governance, Finance, Human Resources and Assistant Managing Directors. The carry forwards are normally utilised in full in year following approval.

Links to any relevant files etc.

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.

Balance will be nil after carry forward applied in 2004/5 year.

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 balance still in reserve at end of year requires specific approval of Director of Finance to remain classified as reserve.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Signature

Date

24 November 2004

Reserve Account

XAXI9

COUNCIL ELECTIONS

Service Accountant : M Phillips

Responsible Officer: M Walsh

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

Latest Balance (Actual to date) :

as at Period : 4

£0

up to and incl. week : 18

To provide funding to meet costs of full Council Elections every 3/4 years

Links to any relevant files etc.

Please complete the following boxes :

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

To provide funding to meet costs of full Council Elections every 3/4 years.

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

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

Director of Finance.

Does this reserve attract interest ? Y / N

N

Reviewed by:

M Tucker

Job Title:

Elections Manager

Signature

Date

24 November 2004

Reserve Account

XAX21

EQUIPMENT FUND

Service Accountant : M Phillips

Responsible Officer: A Director- Corporate Finance

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

Supports all priorities.

Latest Balance (Actual to date) :

as at Period : 4

-£323,973

up to and incl. week : 18

To fund departmental purchases of equipment.

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

Links to any relevant files etc.

Please complete the following boxes :

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 relevance adequacy:

Annually by relevant department

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Paul Looby

Job Title:

Assistant Director - Corporate Finance

Signature

Date

24 November 2004

Reserve Account

XAX82

FINANCIAL STRATEGY RESERVE

Service Accountant : M Phillips

Responsible Officer: R Thorpe

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

Supports all priorities

Latest Balance (Actual to date) :

as at Period : 4

£0

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

Reserve balance currently nil. It is anticipated that £500k will be transferred to this reserve to be used for the implementation of reviews, future reorganisations, restructuring and developments which may need some funding to deliver future improvements to service.

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

Annual review by Director of Finance

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Signature

Date

24 November 2004

Reserve Account

XAX83

LOCAL PLAN RESERVE

Service Accountant : A O'Rourke

Responsible Officer: Service Man. - Strat. Planning

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

Community and Jobs & Industry.

Latest Balance (Actual to date) :

as at Period : 4

-£56,768

up to and incl. week : 18

To fund costs of Local Plan Inquiry approx every 5 years

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

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

How and When the reserve can be used:

When Local Plan Inquiry takes place

Procedure for the reserve's management and control:

Director of Finance

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Fox

Job Title:

Assist. Director - Strategic Environmental Policy

Signature

Date

24 November 2004

Reserve Account

XAX84

LGR REPAYMENT RESERVE

Service Accountant : M Phillips

Responsible Officer: Director of Finance

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

Supports all priorities

Latest Balance (Actual to date) :

as at Period : 4

-£505,000

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annually during closedown by Director of Finance

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Signature

Date

24 November 2004

Reserve Account

XAX85

RESERVE - IT EQUIPMENT REPLCM

Service Accountant : M Phillips

Responsible Officer: Assistance Director - IT

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

Supports all Priorities

Latest Balance (Actual to date) :

as at Period : 4

-£292,130

up to and incl. week : 18

Reflects reserve for the prioritised replacement of Council IT equipment.

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

IT Steering group with support from Assistant Director of IT Services

How and When the reserve can be used:

Control by IT Steering Group and Assistant Director of IT Services

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Bob Clark

Job Title:

Assistant Director of IT Services

Signature

Date

24 November 2004

Reserve Account

XCX40

ARTS OBJECTS PURCHASE FUND

Service Accountant : Lisa Finn

Responsible Officer:

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

Latest Balance (Actual to date) :

as at Period : 4

-£18,757

up to and incl. week : 18

Purchase of art objects for Torre Abbey Museum

Links to any relevant files etc.

Please complete the following boxes :

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

Purchase of art objects for Torre Abbey Museum

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Michael Rhodes

Job Title:

Signature

Date

24 November 2004

Reserve Account

XEX05

EDUCATION CTEE CARRY FORWARD

Service Accountant : Lisa Finn

Responsible Officer: Matt Redwood

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

Lifelong Learning

Latest Balance (Actual to date) :

as at Period : 4

£0

up to and incl. week : 18

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

For 2004/05 these balances are forecast to remain broadly the same at around £2.3 million. The next budget monitoring exercise for schools takes place in mid October 2004. 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 specific schools. Reporting procedures are slightly different to a Council controlled reserve in that Schools have more freedom to accumulate balances subject to clear criteria set out by DfES and Director of Learning and Culture. Balances have to be categorised over a number of headings. Any unearmarked balances can be clawed back by the Council subject to clear procedures being followed.

Links to any relevant files etc.

..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 classified as reserve.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

n

Reviewed by:

Matt Redwood

Job Title:

Manager - Resources

24 November 2004

Reserve Account

XEX41

FUND(RESTORING TOWN HALL PAINTINGS)

Service Accountant : Sue Kane

Responsible Officer: Michael Rhodes

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

Civic Pride

Latest Balance (Actual to date) :

as at Period : 4

£0

up to and incl. week : 18

This reserve holds sale proceeds to be reinvested in restoration of exhibits in Torquay Town Hall.

Links to any relevant files etc.

Please complete the following boxes :

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

This fund is no longer required and the balance will be removed.

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

Annual review by Head of Museums Service in conjunction with Group Accountant. Report to form part of Annual Service Plan.

How and When the reserve can be used:

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

Procedure for the reserve's management 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.

Does this reserve attract interest ? Y / N

n

Reviewed by:

Michael Rhodes

Job Title:

Head of Museum Services

Signature

Date

24 November 2004

Reserve Account

XEX60

PFI SINKING FUND

Service Accountant : Lisa Finn

Responsible Officer:

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

Lifelong Learning

Latest Balance (Actual to date) :

as at Period : 4

-£2,038,300

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 the full 26 year contract period (to 2027). The Fund is credited with an annual contribution (subject to inflation) from the Education revenue budget plus any surplus of income over expenditure charged to the PFI operational account (PEC02).

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

Over the life of the PFI contract this fund will have a positive balance but is forecast to go into deficit and hence a future revenue budget pressure for 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 reserve to ensure continuing relevance adequacy:

The Fund is reviewed at least annually to ensure adequacy

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

Director of Finance

Does this reserve attract interest ? Y / N

Y

Reviewed by:

Matt Redwood

Job Title:

Manager - Resources Learning and Cultural Service

24 November 2004

Reserve Account

XEX81

RESERVE - Redundancy, Retirement & Relocation

Service Accountant : G Davis

Responsible Officer: Matt Redwood

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

(Lifelong Learning) All

Latest Balance (Actual to date) :

as at Period : 4

-£368,392

up to and incl. week : 18

To enable the Council to meet new redundancy related liabilities as they fall due. This has been built up from annual budgets for new redundancies. For 2003/04 it has been used for ongoing staffing costs and redundancy costs relating to the displaced staff from the now closed Stepps Cross Special School and the costs relating to the previous Director of Education.

The fund for 2004/05 stands at £390k. Known commitments total £310k.

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annually reviewed as to adequacy and necessity.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

Director of Finance & appropriate Service Director

Does this reserve attract interest ? Y / N

n

Reviewed by:

Matt Redwood

Job Title:

Manager- Resources Learning and Cultural Service

Signature

Date

24 November 2004

Reserve Account

XHX04

HELE T.SIGNAL MTCE

Service Accountant : A O'Rourke

Responsible Officer: Group Manager - Highways

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

Priority: Road Safety & Congestion.
Aim: To work with the community to deliver improved transportation and road safety within Torbay.

Latest Balance (Actual to date) :

as at Period : 4

-£4,102

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annual

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Reserve Account

XHX31

CAR PARKS P&D MACHINE FUND

Service Accountant : A O'Rourke

Responsible Officer: Service Man. - Town Services

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

Priority: Road Safety & Congestion.
Aim: To work with the community to deliver improved transportation and road safety within Torbay.

Latest Balance (Actual to date) :

as at Period : 4

-£106,905

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

There are currently 112 pay & display machines within the Councils' car parks. Replacement costs are around £3,500 each with a majority well past their 7 year estimated useful life. An investment of £392,000 would be required if outright replacement took place.

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Reserve Account

XHX40

VEHICLE & PLANT FUND

Service Accountant : A O'Rourke

Responsible Officer: Director of Finance

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

Latest Balance (Actual to date) :

as at Period : 4

-£590,143

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

It is likely that 'prudential' borrowing will be utilised to fund future acquisitions which means that only smaller items of plant (under £10,000) will be acquired via the fund. Latest assessments indicate a potential drawdown of around £300,000 but this will be spread over a number of years during which contributions will be received. It is apparent, therefore, that the current balance is in excess of requirements and that a reduced balance of £200,000 would be sufficient for future needs.

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Signature

Date

24 November 2004

Reserve Account

XKX05

ENVIRNMNT CTEE CARRY FORWARD

Service Accountant : A O'Rourke

Responsible Officer: Director of Environment Servs

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

Mainly Community.

Latest Balance (Actual to date) :

as at Period : 4

-£748,252

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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 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 Environment Directorate. Year end close down re-assesses previous carry-forwards and evaluates new. Any balances still in reserve at end of year require specific approval of Head of Finance to remain classified as reserve.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Yeo

Job Title:

Director of Environment Services

Signature

Date

24 November 2004

Reserve Account

XKX92

RESERVE FUND-CEM/CREM

Service Accountant : A O'Rourke

Responsible Officer: General Man. - Beavement Ser

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

Community.

Latest Balance (Actual to date) :

as at Period : 4

-£460,155

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Fran Hughes

Job Title:

Asst. Director - Env Health & Consumer Protection

Signature

Date

24 November 2004

Reserve Account

XLX15

MIDAS - CLARENCE HOTEL 106

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Devel & Conserv

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

Latest Balance (Actual to date) :

as at Period : 4

-£788

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annually and as specific developments associated with the site arise.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Les Crump

Job Title:

Asst Director - Development & Conservation Servs.

Signature

Date

24 November 2004

Reserve Account

XLX19

SAFETY - JUNIOR LIFESKILLS

Service Accountant : S Kane

Responsible Officer: F Hughes

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

Latest Balance (Actual to date) :

as at Period : 4

-£1,538

up to and incl. week : 18

This account records various sponsorship income received for ongoing educational training on Health Promotions. Expenditure funded from this sponsorship is charged to the appropriate revenue account and the funding entry is debited to XLX 19 as required at year end.

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annual review by F Hughes

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

Under control of Assistant Director of Environmental Health

Does this reserve attract interest ? Y / N

N

Reviewed by:

Job Title:

Assistant Director of Environmental Health

Signature

Date

24 November 2004

Reserve Account

XLX20

SEC.106 AGREEMENTS

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Devel & Conserv

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

Latest Balance (Actual to date) :

as at Period : 4

-£111,781

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

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

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

Annual review of balances are reported to Members in conjunction with report on all Section 106 Agreements still in operation but where monies not yet received.

How and When the reserve can be used:

In accordance with requirement of Section 106 Agreement.

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

n

Reviewed by:

Les Crump

Job Title:

Asst Director - Development & Conservation Servs.

Signature

Date

24 November 2004

Reserve Account

XXN05

STRATEGIC CTEE CARRY FORWARD

Service Accountant : M Phillips

Responsible Officer: Chief Exec of TDA

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

Jobs & Industry

Latest Balance (Actual to date) :

as at Period : 4

-£20,000

up to and incl. week : 18

Reflects approved carry forwards from Torbay Development Agency. The carry forwards are normally utilised in full in year following approval.

Links to any relevant files etc.

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.

Carry forwards will be applied in 2004/5.

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 require specific approval of Director of Finance to remain classified as reserve.

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Morgan

Job Title:

Chief Exec of Torbay Development Agency

Signature

Date

24 November 2004

Reserve Account

XNX12

TORBAY ENTERPRISE AGENCY

Service Accountant : M Phillips

Responsible Officer: Chief Executive of TDA

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

Jobs & Industry

Latest Balance (Actual to date) :

as at Period : 4

-£43,051

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

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

This reserve reflects the Council's on going support for the Torbay Enterprise Agency. Reserve will be spent in part in 2004/5 and then used to support the Business Enterprise function over the next 3 years.

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

Review Annually

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Morgan

Job Title:

Chief Exec of Torbay Development Agency

Signature

Date

24 November 2004

Reserve Account

XNX32

KINGSKERSWELL BYPASS

Service Accountant : A O'Rourke

Responsible Officer: A. Director - Strat Env Policy

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

Jobs and Industry.

Latest Balance (Actual to date) :

as at Period : 4

£0

up to and incl. week : 18

To set aside funding for the development costs for the Kingskerswell Bypass

Links to any relevant files etc.

Please complete the following boxes :

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

Revenue funding of £125,000 per annum is currently provided within budgets to meet the Council's share of costs incurred by Devon County Council (DCC). Any lesser amount charged by DCC would accrue to the reserve to meet future year commitments.

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

To review in relation to budget process and medium term financial plan

How and When the reserve can be used:

When expenditure on the bypass is required.

Procedure for the reserve's management and control:

Asst Director - Strategic Environmental Policy when expenditure is required.

Does this reserve attract interest ? Y / N

N

Reviewed by:

Mike Fox

Job Title:

Asst Director - Strategic Environmental Policy

Signature

Date

24 November 2004

Reserve Account

YZX11

CAPITAL FUNDING RESERVE

Service Accountant : S Warren

Responsible Officer: Richard Thorpe

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

All

Latest Balance (Actual to date) :

as at Period : 4

-£548,765

up to and incl. week : 18

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

Links to any relevant files etc.

Please complete the following boxes :

Justification for reserve balance and the 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 as 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.

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

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

How and When the reserve can be used:

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

Procedure for the reserve's management and control:

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

Does this reserve attract interest ? Y / N

N

Reviewed by:

Richard Thorpe

Job Title:

Director of Finance

Signature

Date

24 November 2004