



[www.greenroutes.org.uk](http://www.greenroutes.org.uk)

## Reserves Policy

Green Routes is a social enterprise and charity established to provide high quality training and work experience in horticulture for young adults with additional support needs. It is situated in an historic walled garden leased from Gartmore House.

Green Routes students are very vulnerable and the first aim of the Reserves Policy is to reduce the risk of any possible harm to their wellbeing in so far as it is in our control. The continuity of service is dependent on specialist staff and volunteers, and the Reserves allows for the unexpected need for additional staffing should the situation arise e.g. through long term illness.

The Board considers that 6 months operational costs should be reserved to reduce the risk of disruption to their service through periods of financial uncertainty and allow if necessary students to move onto other services with as little disruption as possible.

In addition the infrastructure of the main premises requires development and upgrading including new classrooms, kitchen and toilet facilities in order to assure that the increasing number of students have access to an appropriate high quality learning environment. The reserves will be built up from unrestricted income.

The policy will be reviewed annually or whenever there are significant changes in students, staff or capital requirements.

The level of reserves will be actively monitored and reviewed regularly.

Signed & date of adoption by Board of Trustees: 31/08/2017

Signed & date of review: 12/11/2020