

RESERVE REVIEW FORMS 2008/2009

RESERVE NAME:	Business Change (LPSA)	LEDGER CODE:	E43 9R39
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RESERVE TYPE:	Earmarked
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(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 1/4/08:	84,059
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PURPOSE OF RESERVE:	
	Reward grant for Cost Effectiveness

HOW/WHEN RESERVE CAN BE USED:	
	Expenditure will be charged against general fund revenue initially and funded by drawdown from the reserve at the year end.

PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:	
	Accountancy ensures that agreed contributions are transferred to/from the reserve each year.

REVIEW PROCEDURE/TIMING:	
	Annually by relevant departmental officer at Final Accounts
	Annually by Accountancy Manager at Final Accounts
	Annually at Estimates time by Head of Financial Management (Revenue Reserves) or Accountancy Manager (AMRA)
	Other information:(if any)

BALANCE 21/11/08	£	84,059
Approp to/from Reserves 2008/9		
Bus Proc Project officer		-35,290
HR/Payroll Proj Officer extension		-22,000
ESTIMATED BALANCE 31/3/08		26,769
Approp to/from Reserves 2009/10		
ESTIMATED BALANCE 31/3/09		26,769

RESERVE REVIEW FORMS 2008/2009

RESERVE NAME: Environment Initiatives Fund **LEDGER CODE:** E49 9R39

RESERVE TYPE: Earmarked

(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 1/4/08: 430,632

PURPOSE OF RESERVE:

Strategic Action 13.1

To help deliver improvements on the environment and sustainability to meet the Council's top corporate priority

"Caring for the Environment"

HOW/WHEN RESERVE CAN BE USED:

Expenditure on Environmental Initiatives is charged against general fund revenue initially and funded by drawdown from the reserve at the year end.

PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:

Accountancy ensures that agreed contributions are transferred to/from the reserve each year.

REVIEW PROCEDURE/TIMING:

Annually by relevant departmental officer at Final Accounts

Annually by Accountancy Manager at Final Accounts

Annually at Estimates time by Head of Financial Management (Revenue Reserves)
or Accountancy Manager (AMRA)

Other information:(if any)

Monthly monitoring report to Cabinet on schemes

BALANCE 21/11/08	£ 430,632
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Approp to/from Reserves 2008/09	
Waste recycling funding	-260,000
Energy Action Plan	-19,450
Water conservation schemes (1)	-27,320
Water conservation schemes (2)	-8,000
Cavity wall loft insulation rural housing	-15,693
Waste Mgmt Review	-90,000
Car Sharing Scheme	-6,200

ESTIMATED BALANCE 31/3/09	3,969
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RESERVE REVIEW FORMS 2008/2009

RESERVE NAME: Local Strategic Partnership **LEDGER CODE:** E50 9R39

RESERVE TYPE: Earmarked

(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 1/4/08: 16,534

PURPOSE OF RESERVE:

Part of the Reserve is to fund the Local Investment Plan (LIP) of the Harrogate District Statagic Partnership (HDSP). The funding is allocated to HDSP as part of the allocation of NYCC Second Homes Fund. The remainder of the reserve is to provide administrative/operational support to HDSP. This ensures the meetings / seminars / conferences progress, and that the relevant support is given.

HOW/WHEN RESERVE CAN BE USED:

The reserve relating to the LIP can be utilised on the approval of the HDSP Executive decision and endorsed by NYCC Harrogate Area Committee. HBC is the accountable body (on behalf of HDSP) for these funds which are provided by NYCC. For Admin support the EDLCPD & Conference Partnership Officer agree the use of funds and provide statements when requested. Work programme is reported to HDSP Executive annually for approval.

PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:

Accountancy ensures that agreed contributions are transferred to/from the reserve each year.

REVIEW PROCEDURE/TIMING:

Annually by relevant departmental officer at Final Accounts

Annually by Accountancy Manager at Final Accounts

Annually at Estimates time by Head of Financial Management (Revenue Reserves) or Accountancy Manager (AMRA)

Other information:(if any)

HDSP (via DR) have to provide a detailed statement to NYCC on an annual basis

BALANCE 21/11/08	£ 16,534
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Approp to/from Reserves 2008/9	
Website Dev	-2,600
HBC Energy & Waste Grants	-5,050
LSP Community Conf	-2,500
LSP Meetings	-2,000
LSP MEF Admin	-3,000
LSP Admin	-1,384

ESTIMATED BALANCE 31/3/09	0
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RESERVE REVIEW FORMS 2008/2009

RESERVE NAME:	Customer Care	LEDGER CODE: E74 9R39
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RESERVE TYPE:	Earmarked
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(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 1/4/08:	33,101
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PURPOSE OF RESERVE:	<p>To provide a fund to meet the cost of Customer Care / Disability Discrimination Act (DDA) initiatives where these are unable to be met from the annual budget provision; to deal with slippage on agreed Customer Care & DDA initiatives.</p>
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HOW/WHEN RESERVE CAN BE USED:	<p>Expenditure on Customer Care initiatives in excess of the annual budget is drawn down at year end from the reserve.</p>
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PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:	<p>Accountancy ensures that the contributions are transferred to/from the reserve each year.</p>
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REVIEW PROCEDURE/TIMING:	<p>Annually by relevant departmental officer at Final Accounts</p> <p>Annually by Accountancy Manager at Final Accounts</p> <p>Annually at Estimates time by Head of Financial Management (Revenue Reserves) or Accountancy Manager (AMRA)</p> <p>Other information:(if any)</p>
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BALANCE 21/11/08	£	33,101
Approp to/from Reserves 2008/9		
Customer Care A-Z Update		-1,000
Cust Care Reprint A-Z		-4,000
Cust Care ICE Training		-7,500
Cust Care Mystery Shopper		-2,000
Cust Care Cust Satisfaction Survey		-12,000
Cust Care Face to Face		-1,000
Cust Care 0845 Telephone no.s		-1,000
Cust Care Customer Engagement		-4,000
ESTIMATED BALANCE 31/3/09		601

RESERVE REVIEW FORMS 2008/2009

RESERVE NAME:	Comprehensive Area Assessment	LEDGER CODE:	E90 9R39
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RESERVE TYPE:	Earmarked
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(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 1/4/08:	24,156
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PURPOSE OF RESERVE:

To provide a corporate reserve to fund agreed expenditure relating to Best Value and the Comprehensive Area Assessment (CAA)

HOW/WHEN RESERVE CAN BE USED:

Expenditure on Best Value/CAA is charged against GF Revenue initially and funded by drawn down from the reserve at year-end.

PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:

Use of the reserve is managed by the Strategic Policy Officer.
 Accountancy ensures that the contributions are transferred to/from the reserve each year.
 Annual top-up of this Reserve from underspends on Best Value Performance Plan production costs.

REVIEW PROCEDURE/TIMING:

Annually by relevant departmental officer at Final Accounts

Annually by Accountancy Manager at Final Accounts

Annually at Estimates time by Head of Financial Management (Revenue Reserves) or Accountancy Manager (AMRA)

Other information:(if any)

BALANCE 21/11/08	£	18,783
Approp to/from Reserves 2008/9 BV/CPA Partnership Rev (VFM)		-5,000
ESTIMATED BALANCE 31/3/09		13,783