

# Scarborough Archaeological and Historical Society

Registered Charity No. 1108962

## Policy and Procedures

### 4. Reserves Policy

#### Introduction

Scarborough Archaeological & Historical Society (SAHS) is a registered charity relying on membership subscriptions, donations, fundraising, publications sales as its main source of income.

A reserves policy is needed to ensure that the Charity is compliant with Charity Commission guidance contained in CC19 'Charities and Reserves'. Charity law requires any income received by a charity to be spent within a reasonable period of receipt. The Charity should be able to justify the holding of income as reserves. In the case of SAHS reserves are held to cover unforeseen circumstances so that the Society is able to continue to function for 12 months, providing the opportunity to secure a new funding, and to continue to deliver the aims of the charity.

#### Funds

The Charity Commission rules distinguish between Restricted Funds and Unrestricted Funds.

#### Restricted funds

Restricted funds are funds subject to specific trusts controlling the way in which they are spent, which may be declared by the donor(s) or created through legal process. During 2018 SAHS received funding from the North York Moors National Park Land of Iron Project specifically for the purchase of a Resistivity Meter. These are Restricted Funds and are held with the Designated Archaeology fund

#### Unrestricted funds

Unrestricted funds are income or funds which can be spent at the discretion of the Trustees in furtherance of any of the Charity's objects. General income from membership, non-specific donations, funds raised by social activities are all Unrestricted Funds.

If part of an unrestricted income fund is earmarked or designated for essential future spending for a particular project it may be designated as a separate fund, known as **Designated Funds**. The designation has an administrative purpose only, and does not legally restrict the Trustees' discretion to spend the fund. Where funding that project cannot be met from future income alone, the Designated Funds can be excluded from reserves, but the reserves policy should explain the nature and amount of the designation

#### Policy on Reserves

SAHS will aim to hold reserves sufficient to but not in excess of that needed to cover its annual running costs. The Designated funds detailed below are not classed as Reserves.

#### Policy on Designated Funds

The purpose of the Designated Funds is to provide funds for certain specific purposes in order to help the Society meet its objects which are:-

To advance the education for the public benefit in the archaeological and local history of Scarborough and the surrounding area by the following:

- a) To increase and disseminate knowledge of and interest in the same.
- b) To undertake and support research into sites and archives of archaeological, architectural and historical interest, and the publication of the results of such researches.
- c) To encourage the identification, protection and preservation of such sites and archives

Currently the society's Designated Funds are Archaeology Fund and Publications Fund/Account, which are detailed more fully below:-

### Archaeology Fund

This fund consists of monies received by the Society in the form of donations from individuals, organisations and companies to support excavations which have been carried out by the Society and by the occasional transfer from general funds. At present, much of the fund consists of a sum received from one donor (a commercial enterprise) in acknowledgement of work carried out at a particular site. This fund is used to further the Society's objects, particularly but not exclusively Object b) by facilitating further archaeological investigation and fieldwork such as excavation and non-invasive survey. To these ends, it is also used to support post excavation analysis for example by funding Carbon 14 dating, Environmental Analysis and expert assessment of finds such as ceramics, wood etc. The fund is used to cover a portion of the costs of rental of storage space so as to provide safe storage for excavation equipment and archives. Although fieldwork has been self-financing for several years, the costs of fieldwork activities exceed normal income from membership etc and for this reason it is necessary to declare these Designated funds.

The fund will be topped up from time to time when further specific donations are received or by a specific allocation of other Unrestricted funds by the Committee.

### Publications Fund/Account

This fund consists of income received from the sale of the Society's publications and grants received towards specific publications. The fund is used for the printing, design, composition and publication of Transactions and for the printing and publication of Research Reports and other books. The fund is also used for the re-printing of the Society's publications where they have sold out. All income from the sale of publications automatically goes into the Publications Fund at present publications are self financing and not a draw on general funds. It should be pointed out that the preparation, design, printing etc of new publications is expensive and for this reason an extensive fund is needed.

The fund is used to cover a portion of the costs of rental of storage space so as to provide safe storage for the Society's book stock and publications archive.

### Review

SAHS will review this Policy and its level of reserves at the first meeting of the Trustees following the end of each financial year

Policy formally adopted by the Trustees at a meeting on 9 December 2019

Signed Trevor Pearson

9/12/19

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Chairman of the Trustees