



The View Trust
MULTI-ACADEMY TRUST

CAPITAL REVENUE AND RESERVES POLICY

THE VIEW TRUST

INTRODUCTION

The policy of the Trust is to carry forward a prudent level of resources designed to meet the long-term cyclical needs of renewal and any other unforeseen contingencies, subject to the constraint that the level of resources does not exceed any limits which may be introduced by the Education Funding Agency (EFA).

With the above in mind, The View Trust requires a capital reserve to be created for each Academy within the Trust. This is to enable funding of any future capital expenditure related to the School's Development Plan, and to also support the strategic long-term aims for each school's development.

Each Academy within the Trust is expected to create reserves from their General Annual Grant (GAG) funding. However, whilst it is recognised that during the early years of a school's conversion GAG funding levels create little opportunity to achieve a surplus, each Academy must still make every effort to do so. Minimal funds are provided from the EFA by way of Devolved Formula Capital Grant; additionally the Trust is able to bid for a share of the Academies Condition Improvement Fund.

SCOPE

The Principal for each Academy, in conjunction with the School Business Manager, is responsible for:

- Ensuring compliance with The View Trust's Policies and Procedures in regard to Capital Revenue and Reserves
- Exploring all possible revenue opportunities, including government funding streams and charitable applications

PROCEDURE

- The School Business Manager will propose a capital reserve schedule to the Governors for their specific school within the Trust, identifying the need to replace assets, together with the related valuations for any works and/or purchases.

- The Governors will agree the value of capital reserves to be created within a year as part of the budget approval process.
- Funds should be transferred to a separate bank account at such a time that is clear that to do so would not create a deficit cash flow situation.
- Any separate bank account should have instant access in order to ensure any “unknown” major expenditure can be moved to the current account in order to ensure cash flow does not indicate a deficit.
- Spend of the capital reserve fund should only occur as agreed budgeted spend which is approved by the Governors as part of the budget process.
- Any difficulties relating to generating necessary revenue must be referred to the Board of Trustees at the earliest opportunity.
- The Board of Trustees will, or may, develop an appropriate fund for Trust wide initiatives such as a Sports Coach, Arts events etc. As a guideline, this may amount to approximately 10% of the total annual Trust income.

SCHOOL FUNDS

Academies within the Trust are encouraged to be entrepreneurial in their endeavours to source and create additional income streams through charitable events, donations etc. This income will be directed through each individual Academy’s School Fund and, providing it is managed in accordance with appropriate financial regulations, it will remain solely for the use of each school as they see fit.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle

Person responsible for the Policy:	School Business Manager (Tor View School)
Colleagues affected by this Policy:	All Trust employees
Approved and adopted by Trustees:	5 th June 2017
Next Review:	2020