

**POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL  
OPERATING PROGRAM INSTRUCTIONS - RESERVE FUNDING**

**A** **Date of Information:** Please specify the "as of" date of the information provided.  
**Enter the into Cell A.**

**B**  
**Reserve Funding:** For the purpose of this application, reserve funding is defined as the amount of cash and cash equivalents your organization could apply to operations and other projects. Simply put, it is the money your organization possesses which it has discretion over. It **does not** include money from capital project grants (externally restricted grants that cannot be spent on operational costs).

The amount of Reserve Funding you identify should be the total sum of your cash, GIC's, and other cash equivalents. This includes money in savings, chequing, and other investment accounts. It also includes money in casino and bingo accounts, so long as your organization can spend it against operations.

Do not include money in accounts that must be spent on capital projects, or money from your reserves that is included as a revenue in your operating budget.

**C** **Allocation of Reserve Funding:** This section identifies how your organization has earmarked its Reserve Funding. This should include capital projects, or special projects with costs that are not included in the operational budget.

Identify the specific project (write the name) and the amount of Reserve Funding allocated to it. If this form is completed on a computer, it will automatically enter the total allocated Reserve Funding in Cell C. If this form is completed by hand, please calculate the total and enter this amount into Cell C.

**D** **Unallocated Reserve Funding:** This is the amount of reserve funding that is not allocated to any projects.

**If you are completing this form on the computer, it will automatically calculate. If this form is completed by hand, please calculate this amount by subtracting the value in C.**

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Reserve Funding Template**



**See Instructions Prior to Completing**

(Month/Day/Year)

**As of:**

(Cell A)

**Reserve Funding:** \$

(Cell B)

**Allocation of Reserve Funding:**

Project/Activity Name <span style="color: red;">(enter name of project/activity below)</span>	Amount <span style="color: red;">(Enter Amount)</span>
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>Total (Cell C)</b>	\$ -

**Unallocated Reserve Funding** \$

(Cell D)