

CHARITY RESERVES POLICY

v1.0 (last updated Jun-25)

Introduction

Sunshine Coast Breastfeeding Support is committed to providing free, accessible breastfeeding support and related services to mothers and families. As a small charity that relies on donations, fundraising, and occasional grant funding, it is important that we hold appropriate financial reserves to ensure stability, safeguard our services, and allow for future planning.

Purpose of Reserves

The purpose of holding reserves is to:

Provide financial stability and ensure the charity can continue to operate in the event of unexpected drops in income or unforeseen expenditure.

- Protect against short-term financial risks and support the charity's ability to meet its commitments.
- Allow time to adjust or secure alternative income streams if income is unexpectedly reduced.
- Enable the charity to respond to emergencies or unplanned needs while continuing to deliver essential services to the community.

Level of Reserves

The trustees have agreed that an appropriate level of reserves to hold is the equivalent of 6 months of core operating costs. This allows for continuity of services, including clinic sessions, cafés, insurance, administrative costs, and other essential operating expenses.

The reserves target will be reviewed annually alongside the charity's budget and financial forecasts, taking into account current commitments, income sources, risks, and any changes in service delivery.

Use of Reserves

Reserves may be used in the following situations:

- To cover temporary shortfalls in income.
- To bridge funding gaps between grant periods.

- To support essential development or investment in service delivery, with trustee approval.
- To meet unexpected costs such as legal or regulatory expenses.

The use of reserves must be authorised by the board of trustees, who will assess the financial position and ensure the long-term sustainability of the charity is not compromised.

Changes to This Policy

We may update this policy from time to time to ensure it remains appropriate and reflects the charity's financial circumstances. The latest version will always be published on our website and dated clearly at the top of the page.

How to Get in Touch With Us

If you have any questions about this Policy or how we handle your data, please contact us by email at info@sunshinecoastbreastfeedingsupport.com.