

Reserve Policy – Enterprise Fund Reserve	 Hamilton	Corporate Services Department
Policy No: XXX - X		
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POLICY STATEMENT	This Policy sets out the guidelines for the sources, uses and appropriate target level for the balance in the Reserve.
PURPOSE	The Reserve was established to to fund one-time costs associated with innovative ventures and alternative service delivery that yield ongoing operating savings.(FIN 99-046). The operating savings are then used to repay the initial investment, thus ensuring funds for future cost saving measures.
SCOPE	This Policy applies to all City employees that manage financial resources.
PRINCIPLES	<p>The following principles apply to this Policy:</p> <p>Authority:</p> <ul style="list-style-type: none"> • All uses of the funds in the Reserve must be approved by City Council either by a budget submission, by a separate Council report or by a motion of City Council. • Staff in the operating departments must make a request of the Financial Planning and Policy Division of the Corporate Services Department responsible for reserves for approval to use the Reserve. All relevant information is to be included with the request. • The General Manager of Finance and Corporate Services has the authority to recommend the use of this reserve or other reserves to fund expenses or revenue shortfalls. <p>The source of funds that are to be transferred to this reserve include:</p> <ul style="list-style-type: none"> • Special grants from federal or provincial governments. • Repayment of efficiency related initiatives. • Investment income earned on the reserve’s balance as per policies and procedures <p>The use of funds from this reserve is permitted if other sources of funding are not available. Uses may include:</p> <ul style="list-style-type: none"> • productivity enhancements, alternative service delivery, efficiency improvement opportunities that yield ongoing operating budget savings as they arise either through direct contribution or through borrowing of funds. <p>Reporting:</p> <ul style="list-style-type: none"> • General Managers are required to prepare annual reports to committee and Council outlining operating budget savings.

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RESERVE BALANCE TARGET LEVEL	The balance in the reserve has a target level %, target level \$ and ceiling as follows: Target Level %: N/A Target Level \$: N/A Ceiling: N/A	
GOVERNING LEGISLATION	There is no legislation governing the use of this reserve.	
RESPONSIBILITY FOR THE POLICY	Corporate Services Department Director of Financial Planning and Policy	
POLICY HISTORY	This reserve policy replaces the general reserve policies that were approved by Council in October 2005 (Report FCS0511).	