

GENERAL FUND RESERVE POLICY

The objective of the reserve policy is to provide adequate resources for cash flow and emergency and contingency purposes, while maintaining reasonable tax rates. The objective is not to hold resources as a source of interest revenue.

- A. General Fund Reserve – The City will strive to maintain a minimum “base” unallocated fund balance (reserve) of approximately 20% of the General Fund.

The Reserve will be used for unanticipated expenditures of an emergency, nonrecurring nature. The Reserve will also be used to avoid cash flow interruptions, generate interest income, avoid the need for short-term borrowing and assist in maintaining the City’s bond rating. Expenditure of the Reserve must be approved by the Fairway City Council or, under an emergency circumstance, the Mayor and Finance Committee Chair.

- B. General Fund Contingency – The City will strive to include an annual budgeted contingency in the General Fund (line item located in the Administration Department Budget) of approximately 3% of the General Fund.

The Contingency will be used for unanticipated expenditures of a more routine nature. Expenditures from the Contingency must be approved by the Fairway City Council, or under an emergency circumstance, the Mayor and Finance Committee Chair.

- C. Transfer to Other Funds – Although not required, it is recommended that any remaining cash carryforward at year end, after funding A. above and after providing for (at a minimum) the cash carryforward as set forth in the following year’s budget, be transferred to the Capital Improvements Fund, Debt Service Fund, or held in the General Fund if a specific need is known within the General Fund.

Approved by the City Council on July 9, 2018.