

Bright Ideas for Tennis Reserves Policy

Bright Ideas for Tennis is a charity registered with the Charity Commission number 1172899 and a company limited by guarantee number 09969536. The Charity is overseen by a Board of Trustees chaired by Stuart Rhodes. Day to day management is in the hands of Danny Sapsford, a former British Davis Cup player. Stuart and Danny co-founded the Charity. More information on the background of the Charity, its trustees and ambassadors can be found [here](#)

Aims: The aim of Bright Ideas for Tennis is to provide tennis venues with a means to generate funds in order to develop their existing coaching programmes, as well as aiding grant applications for bigger capital projects such as installing floodlights, court resurfacing or covering existing courts. The Charity focuses on providing more opportunities for more people to play tennis, particularly adults and children with disabilities or those who are experiencing mental ill health.

Purpose of a Reserves Policy: Bright Ideas for Tennis does not exist to accumulate funds but does require capital, by way of donations, fund raising and grants, to enable it to fulfil its aims. It also has an ambition to expand the reach of its projects steadily – thereby increasing its public benefit. As the number of projects grow more funding is required both to carry out the projects and to ensure there is sufficient human resource available to manage this process. Critical to prudent management of steady expansion - and to sustain the Charity in the event of any sudden or unexpected loss of income - is the build-up of sufficient financial reserves. This policy outlines the approach to reserves that Bright Ideas for Tennis wishes to adopt and keep under review.

Operational Context (October 2022): Bright Ideas for Tennis is currently managed by one full time manager and three part time roles covering PR, grant writing, and management of the disability programme. During the year July 2022-June 2023 the Charity is forecasting that it will run 30-35 Charity Open Days at tennis venues. It also aims to open 40-50 new “I Play 30” disability programmes. It intends to host its 10th “24 Hour Tennis Marathon” at the National Tennis Centre which is a major fund-raising event. Current income is sourced from a major benefactor, fundraising events and successful grant applications. A link to the latest published accounts for the Charity is provided [here](#)

Risks: The management and trustees of Bright Ideas for Tennis do not consider the risk of loss of income or reduction in grants to be high. However, given the relatively insecure general climate in Britain and Europe currently, it is possible to foresee circumstances where it might become difficult to deliver the type of projects in which the Charity specialises. A reduction of projects could leave the Charity exposed to ongoing fixed costs – and with the desire to maintain support for some projects. The management and trustees are looking to prepare a risk register as an internal document to identify and manage the impact of risks to the extent that this is possible.

Types of Reserve Funds: Some funds retained within the Charity may be reserved for an identified purpose – as specified by a grant provider or as determined by the Trustees. In this case, the funds involved will be placed in a “restricted fund” which will be identified in the accounts of the Charity to the extent that they have not all been used in the year for the designated purpose. Any funds held that are not specifically designated will be held as “unrestricted funds”. Our reserves policy concerns the amount of unrestricted funding the Charity should aim to build up and retain.

Reserve Amounts: The management and trustees of Bright Ideas for Tennis consider it desirable to build up unrestricted reserves which would cover two years of projected total expenditure. This would provide a significant degree of resilience against most risks.

Building up of Reserves: Unrestricted reserves can only be built up steadily as the Charity becomes more established. The fact that the identified level of reserves may take years to reach is not important. It is desirable to gradually work towards this aim. Furthermore, should the level of unrestricted reserves be exceeded, the management and the trustees should determine how any excess can best be used to support its charitable purpose.

Accounting for Reserves: Both restricted and unrestricted reserves will be shown annually on the balance sheet of the Charity’s accounts.

Circumstances in which the Reserves can be used: The primary purpose of a reserves policy is to ensure the ability of the Charity to continue with its public benefit projects in adverse circumstances. Additionally, a reasonable level of unrestricted reserves enables Bright Ideas for Tennis to consider opportunities for expansion, the potential to employ more staff to facilitate an increase in projects or to increase funding to existing projects. Each of these circumstances which may give rise to utilisation of reserves should be explained and justified by management and presented to trustees who are in place to determine if this is sound use of the Charity’s resources and does not conflict with any requirements of the Charity Commission. The decision-making process should be documented.

Monitoring Reporting and Review: This policy should be formally reviewed and updated annually after the finalisation of accounts and should also be reviewed if it is proposed to utilise a significant amount of the reserves.

Issued and approved by the Board of Trustees in: October 2022