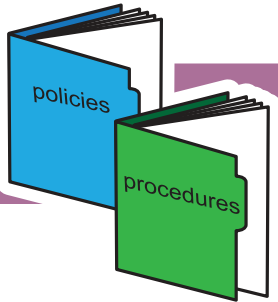


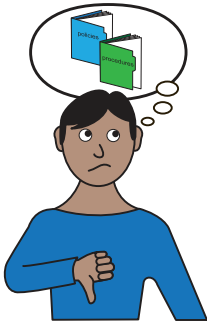


policies and procedures

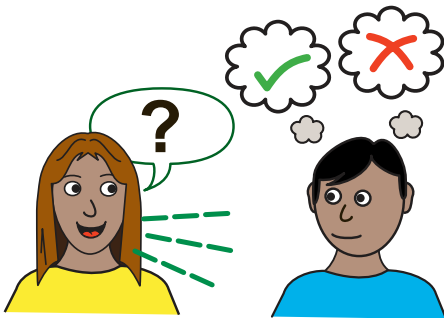


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

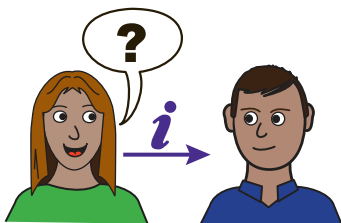


The policies and procedures also tell us what to do if something goes wrong.

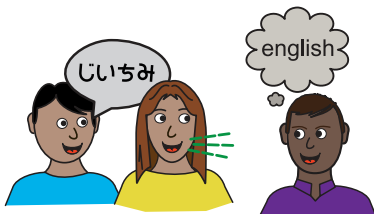


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



“Reserves” means the money that Pyramid has saved for emergency use.

If something happened that meant Pyramid had to close, we would use the reserves to pay our debts.

The Trustees have agreed that Pyramid’s reserves should be 3 months’ *operating costs* (the amount of money we would usually spend in 3 months).

The Trustees make financial decisions for Pyramid, including checking this policy every year.

The amount of reserves we have is included in the Trustees’ Annual Report (part of our annual accounts).