



PYRAMID

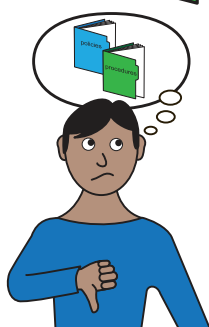
# Accessibility Statement

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.

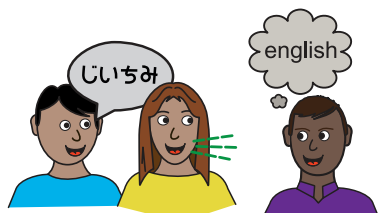


It is important that everybody at Pyramid can access and understand our policies and procedures.

**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: **[governance@pyramid.org.uk](mailto:governance@pyramid.org.uk)**

## Reserves Policy

This policy explains how much money Pyramid should save for emergencies. This money is called Pyramid's **reserves**.

Key terms / words	Please use the <b>glossary of policy terms</b> for definitions of key terms used in our policies and procedures.
Clarifications	
Who does this policy / procedure apply to?	Everyone.
Related policies and procedures	
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 18 January 2021.</p>
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p><b>Email</b> governance@pyramid.org.uk</p> <p><b>Phone</b> 0113 234 6040</p>

**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).