



## **Scottish Queer International Film Festival Financial and Reserves Policy**

### **ABOUT SQIFF**

SQIFF (Scottish Queer International Film Festival) was formed with the aim of adding to the exciting and growing amount of queer film stuff happening around Scotland. Since 2015, we have held an annual Festival in Glasgow alongside providing year round events across various locations. SQIFF aims to build community through queer films. Our goal is to get people watching, talking about, and making more queer films. We want to screen movies that people might not otherwise get a chance to see and create inspiring and informative events across Scotland. Moreover, we want to support marginalised groups within the LGBTQIA+ community by providing a networking system for queer filmmakers, as well as filmmaking workshops for audiences wanting to start on the medium. We want to challenge inequalities and barriers to accessing the arts.

This Financial and Reserves Policy outlines SQIFF's commitment to ensuring the financial sustainability of SQIFF, for the benefit of its beneficiaries, including audiences, staff, participants, and volunteers.

### **This Finance and Reserves Policy includes information on:**

- [Policy Statement](#)
- [Purpose](#)
- [Principles](#)

### **POLICY STATEMENT**

The trustees regularly review reserves, using the Financial and Reserves Policy to support both the Financial Strategy and the Strategic Plan. A risk-based approach is used to calculate an optimal amount of reserves that looks at reliability of income, costs for re-organisation of activities, and specific liabilities. Amounts are included for risks we are aware of as well as contingencies to allow SQIFF to cope with unexpected costs and opportunities. SQIFF is committed to being open, honest and accountable.

### **PURPOSE**

This Financial and Reserves Policy sets out the reasoning behind SQIFF's decision to retain unspent charitable funds rather than directing them immediately towards its

# SQIFF

charitable objectives. It is intended to provide transparency and accountability to key stakeholders, including the Office of the Scottish Charity Regulator, major funders and donors, beneficiaries, and the wider public, ensuring they can understand and have confidence in how SQIFF manages its financial resources responsibly for the long-term benefit of its mission.

## PRINCIPLES

We principally hold reserves to:

1. protect the continuity of SQIFF’s work against uncertain future income streams
2. provide the capital needed to finance investment in operations
3. provide funds to replace assets
4. to cover for specific liabilities and identifiable risks
5. to allow SQIFF to respond to unexpected opportunities that can further mission
6. to allow SQIFF to meet contractual obligations.

The trustees have set optimal free reserves at approximately three (3) months unrestricted expenditure. This figure is subject to change in relation to cost of labour, resources and activity. As at 30 September 2025, the level of Free Reserves (defined as total general unrestricted funds, less tangible assets and long-term commitments) stands below the optimal reserves figure.

Restricted reserves relate to income to be used in accordance with specific restrictions imposed by funders and therefore do not form part of general reserves.

The Reserves Policy is reviewed annually as part of our internal financial control systems.

**This policy was last reviewed on 22/01/2026. We welcome any comments and suggestions that can help us to develop our Financial and Reserves Policy: [info@sqiff.org](mailto:info@sqiff.org).**

### Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	SQIFF	05/12/2024
2.0	Second version	SQIFF	22/01/2026