

## **BUSINESS PROCEDURES - Series 800**

### **802 Income**

#### **802.5 Investments**

School district funds in excess of current needs shall be invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- to provide safety of the principal;
- to maintain the necessary liquidity to match expected liabilities; and
- to obtain a reasonable rate of return.

In making investments, the school district shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds, "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the business manager/treasurer to invest funds in excess of current needs in the following investments:

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, its agencies and instrumentalities; and
- Certificates of deposit and other evidences of deposit at federally insured, Iowa depository institutions.

It shall be the responsibility of the treasurer to obtain the information necessary to advise on investments, to direct investments, and to act in a fiduciary capacity in order to ensure that the investments meet the requirements outlined in this policy and the law, including information on authorization of persons or organizations to receive public funds and their qualifications under 28E agreements.

The Board authorizes the business manager to invest funds in excess of current needs in the investments outlined in this policy.

The business manager shall be responsible for reporting to the Board the investment portfolio's performance, transaction activity, current investments and type of investment when required by the Board.

It shall be the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing business with the school district:

It shall also be the responsibility of the superintendent, in conjunction with the business manager/treasurer and Board secretary, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officers and employees responsibility for elements of the investment process and address the capability of the management.

Adoption Date: December 15, 1992

Review Date: November 9, 2009

Revision Date: June 11, 2001

Legal Reference: Iowa Code SS 11.2, .6; 12.62; 22.1, .13; '28E.2; 257; 279.29; 283A; 285; 452.10; 453; 502.701; 633.123 (1993).  
1992 Iowa Acts

Cross Reference: 802 Income  
202.5 Treasurer

