

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: FINANCE
TITLE: INVESTMENT OF DISTRICT
FUNDS
ADOPTED: NOVEMBER 20, 2002
REVISED: FEBRUARY 24, 2016**

609. Investment of District Funds	
1. Purpose	<p>When applicable, it shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments.</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p>Legality – All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety – Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.</p> <p>Liquidity- Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.</p> <p>Yield – Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.</p>
2. Authority SC 440.1, 621, 622, 623	<p>All investments of the intermediate unit made by an officer and/or employee of the intermediate unit shall be made in accordance with this policy and a Board approved investment program.</p>
3. Definitions	<p>Short-term – any period twelve (12) months or less.</p> <p>Long-term – any period exceeding forty-eight (48) months’ duration.</p> <p>Mid-range – any period between short-term and long-term.</p> <p>Concentration of credit risk- the risk associated with the consolidation of investments in a single pool, institution, or instrument.</p> <p>Credit risk – the risk of loss of principal due to the failure of the security issue of backer of the issue.</p> <p>Custodial credit risk – the risk of loss associated with consolidation of investments with a single institution where the Intermediate Unit may rely on the institution to hold investments on behalf of the Intermediate Unit</p>

<p>4. Delegation of Responsibility SC 440.1</p> <p>SC 440.1 72 P.S. Sec. 3836 et seq</p>	<p>Or through collateral action when the instruments are not in the Intermediate Unit name.</p> <p>Foreign currency risk- the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.</p> <p>Interest rate risk – the risk that the market value of securities will fall due to changes in general interest rates.</p> <p>Investment program-the specifically enumerated and Board-approved investment strategy.</p> <p>The Board shall delegate to a designated individual the responsibility to manage the Intermediate Unit’s investment program, in accordance with written, Board-approved procedures for operation of the investment program.</p> <p>The designated individual responsible for investments shall report monthly to the Board the following:</p> <ol style="list-style-type: none"> 1. Amount of funds invested. 2. Interest earned and received to date. 3. Types and amounts of each investment and the interest rate on each. 4. Names of the institutions where investments are placed. 5. Current market value of the funds invested. 6. Other information required by the Board. <p>The Board directs the Executive Director to have developed written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.</p>
<p>5. Guidelines SC 440.1</p> <p>SC 440.1</p>	<p>Investments permitted by this policy are those defined in Section 440.1 of the School Code, as amended, which are collateralized in accordance with applicable laws.</p> <p>All securities shall be purchased in the name of the intermediate unit, and custody of the securities shall be specified within the intermediate unit’s investment program.</p> <p>All investment advisors or bidders shall verify in writing that they have received a copy of this policy. Such written statement shall indicate that they have read and understand this policy and all applicable statutes related to intermediate unit investments, along with their intent to comply fully with these requirements.</p> <p>The intermediate unit shall require all investment advisors/bidders to submit</p>

<p>65 P.S. 1101 et seq</p>	<p>Annually any or all of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. Audited financial statements. 2. Proof of National Association of Securities Dealers (NASD) certification. 3. Proof of state registration. <p><u>Disclosure</u></p> <p>Designated officers and employees involved in the intermediate unit’s investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.</p> <p><u>Audit</u></p> <p>The Board directs that all investment records be subject to annual audit by the intermediate unit’s independent auditors.</p> <p>The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.</p> <p>It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the intermediate unit’s investments.</p>
<p>53 Pa. C.S.A. Sec. 8001 et seq Sec. 8224</p>	<p><u>Bond Proceeds</u></p> <p>Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the School Board.</p> <p>Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with this policy.</p>