

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>Investment of Surplus Funds</b>	<b>609 (OLD 203)</b>
Directional Policy	
<b>Stewardship of Resources - 600</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Investment of Surplus Funds

**DATE APPROVED:** November 2018

**PROJECTED REVIEW DATE:**

**DIRECTIONAL POLICY ALIGNMENT:** This Administrative Procedure aligns with the purpose of the Stewardship of Resources Directional Policy – 600 by ensuring appropriate strategies are in place to manage the Board’s funds in an efficient and cost effective manner.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:** The Investment of Surplus Funds Administrative Procedure aligns with the Stewardship of Resources Directional Policy, which in turns supports our Vision for Achieving Excellence in Catholic Education: Learn Lead Serve. This vision calls the Board to the following Strategic Priorities:



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

- 1.0 In order to ensure that the Board continues to operate in an efficient and cost-effective manner, maintaining a cash management strategy is appropriate.
- 2.0 The Board may invest funds that are temporarily surplus to its operating requirements in only those securities that are expressly permitted under the Education Act of Ontario, and Ontario Regulation 471/97, Eligible Investments, as amended from time to time.
- 3.0 The investment goals of the Board shall be to:
  - (a) Achieve a maximum rate of return on any temporary surplus funds invested in accordance with this administrative procedure;
  - (b) Ensure maximum security of Board funds.
- 4.0 The Treasurer of the Board, or designate, will maintain a cash management program which will make the following determination in accordance with this procedure:
  - (a) Identification of surplus funds available for investment purposes. This requires a review of the merits of self-financing, where practical, to reduce the costs of borrowing;
  - (b) Term of proposed investments of surplus funds, not to exceed one year;

- (c) Compliance with investment goals
- (d) The need for a diversified portfolio of investments within the limits of provincial regulations;
- (e) The need for financial and/or legal advice with respect to proposed investments.

**5.0** All investments will be approved by the Treasurer of the Board or designate.

**6.0** Where there have been investments during a fiscal year, the Treasurer of the Board, or designate, will prepare and present an investment report annually to the Board. This report will be prepared in accordance with Ontario Regulation 471/97, Eligible Investments

## **RESPONSIBILITIES:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Stewardship for Resources Directional Policy
- Reviewing the Investment in Surplus Funds Administrative Procedure as part of its regular policy and procedure cycle.

### **The Director of Education is responsible for:**

- Ensuring the implementation and compliance of the administrative procedure including the designation of resources.

### **The Treasurer of the Board, or designate, is responsible for:**

- Maintaining a cash management program in accordance with the investment goals of the Board
- Approving all investments
- Presenting a report to the Board in accordance with Ontario Regulation 471/97, on an annual basis where appropriate, when investments have been made in a fiscal period.

**PROGRESS INDICATORS:**

- PVNCCDSB will achieve compliance with the Education Act of Ontario and Ontario Regulation 471/97, as amended.

**DEFINITIONS:**

- Invest: expend money with the expectation of achieving a profit or material result by putting it into a financial instrument
- Securities: financing or investment instrument bought and sold in financial markets. Includes financial agreements, investments, and evidences of indebtedness.

**REFERENCES:**

- Education Act, Section 241
- Ontario Regulation 471/97, Eligible Investments