

Investment of Funds

1. Scope

This policy applies to the investment of short-term operating funds and capital funds including bond proceeds and bond reserve funds. Investments of employees' retirement funds, deferred compensation plans and other funds are not covered by this policy.

2. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield.

3. Delegation of Authority – Authority to manage the investment program is granted to the director of administrative services, hereinafter referred to as investment officer, and derived from the following: Oregon Revised Statute (ORS) 294.035 to 294.053, ORS 294.125 to 294.145, and ORS 294.810. Responsibility for the operation of the investment program is hereby delegated to the investment officer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy.

Procedures should include references to:

- a. Safekeeping;
- b. Delivery vs. payment;
- c. Investment accounting;
- d. Repurchase agreements;
- e. Wire transfer agreements; and
- f. Collateral/depository agreements.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

4. Suitable and Authorized Investments

- a. Investment types consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and ORS 294.035 and 294.810:

- (1) U.S. Treasury Bills, Notes and Bonds;
- (2) U.S. Government Agency Securities;

- (3) Bankers Acceptances;
- (4) Commercial Paper;
- (5) Oregon Short Term Fund (OSTF); and
- (6) Municipal Bonds.

b. Collateralization. All bank deposits, time deposits, certificates of deposit and savings accounts, shall be held in qualified Oregon depositories in accordance with ORS 295. Such deposits are designated cash management tools and not investments under this policy or otherwise.

5. Reporting

Methods – The investment officer shall prepare an investment report at least quarterly including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the district to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the Board at the next available Board meeting. Reporting for the Board should be re-evaluated as the composition of the investment portfolio changes.

6. The director of administrative services will develop procedures in accordance with the accompanying administrative regulation.

END OF POLICY

Legal Reference(s):

[ORS 294.033](#)
[ORS 294.035](#)

[ORS 294.125](#)
[ORS 294.135](#)

[ORS 294.145](#)
[ORS 294.155](#)