

<p style="text-align: center;"><b>BLOOMSBURG AREA SCHOOL DISTRICT</b> <b>Policy Manual</b></p>
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Section: FINANCES  
Title: INVESTMENTS  
Date Adopted: August 17, 1981  
Date Last Revised: August 18, 2003

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**609. INVESTMENTS**

- .1 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.
- .2 The primary objectives of investment activities are as follows:
  - .21 Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the prudent limitation of credit risk and interest rate risk.
  - .22 Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. Fiscal year operations anticipated cash flow should be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.
  - .23 Investments shall be made with the objective of attaining an above market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.
- .3 All investments of the school district made by an officer and/or employee of the district shall require Board approval in accordance with .5 of this policy.
- .4 The Board shall delegate to the Business Administrator the responsibility to manage the district's investment program in accordance with this policy.
- .5 An annual investment plan shall be prepared by the Business Administrator based upon the anticipated cash flow of district funds. The plan shall be submitted to the Board no later than sixty (60) days after adoption of the annual budget.

- .6 The Business Administrator shall report monthly to the Board the following:
  - .61 Amount of funds invested.
  - .62 Interest earned to date.
  - .63 Types and amounts of each investment and the interest rate earned on each.
  - .64 Names of the institutions where investments are placed.
- .7 Investments permitted by this policy are those defined in Section 440.1 of the Pennsylvania School Code, as amended. All securities shall be purchased in the name of the school district.
- .8 All investment advisors or bidders shall verify in writing that they have received a copy of this policy along with the provisions of the Pennsylvania School Code, as amended. Such written statement shall indicate that they have read and understand these provisions, along with their intent to comply fully with these requirements.
- .9 The Business Administrator shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair his/her ability to make impartial decisions.
- .10 The Business Administrator shall provide an annual financial disclosure statement indicating his/her personal representatives and investment institutions. Such disclosure shall be reviewed annually by the district's independent auditor and shall be considered confidential information.
- .11 The Board directs that all investment records be subject to annual audit by the district's independent auditors. 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. It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit an independent audit of the district's investments.