

# Coquille School District 8

Code: **DFA**  
Adopted: 2/8/99  
Revised/Readopted: 8/9/99, 4/9/01,  
9/10/07  
Orig. Code(s): None

## **Investment Policy Guidelines for General, Special Revenue and Capital Projects Funds**

### Scope

This policy applies to activities of the Coquille School District with regard to investing the financial assets of all funds except for funds held by trustees or fiscal agents which are excluded from these rules; however, all funds are subject to regulations established by the state of Oregon. Other than bond proceeds or other unusual situations, the total of all funds from \$1,000,000 to \$4,500,000. This policy provides directions for the following funds:

- A. General Fund;
- B. Special Revenue Funds;
- C. Capital Projects.

### Objectives

The investment objectives are:

- A. Preservation of capital and the protection of principal;
- B. Maintenance of sufficient liquidity to meet operating requirements;
- C. Avoidance of imprudent credit, market or speculative risk;
- D. Attainment of a market rate of return throughout all economic and fiscal cycles.

### Delegation of Authority

The business manager is the designated investment officer of the Coquille School District and is responsible for investment decisions, under the review of the Coquille School District 8 Board of Directors. In the absence of the investment officer, the superintendent shall perform the duties. The investment officer is responsible for setting investment policy and guidelines subject to review and adoption by the Board and, if required, review and comment by the Oregon Short-Term Fund Board. Further, the business manager will be responsible for the day-to-day operations of the investment process which include but are not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, produce necessary reports and supervising staff. In addition to the active management of the investment portfolio, the business manager is responsible for the

maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the business manager will administer an active cash management program the goal of which will maintain historical cash flow information, i.e., debt service, payroll, revenue receipts, and, any extraordinary expenditures.

### Prudence

The standard of prudence to be used by the investment officer in the context of managing the financial resources shall be the prudent investor rule, which states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The investment officer and staff, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk, market price changes or loss of principal if securities are liquidated prior to maturity provided that these deviations and losses are reported as soon as practical and action is taken to control adverse developments.

### Safekeeping and Collateralization

Purchased investment securities will be delivered by either Fed book entry, DTC or physical delivery and held in third party safekeeping with a designated custodian. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of securities will be on a delivery versus payment basis. The custodian shall issue a safekeeping receipt to the Coquille School District listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date and other pertinent information.

Delivery versus payment will also be required for all repurchase transactions and with the collateral priced and limited in maturity in compliance with ORS 294.035 (11). Demand and time deposits shall be collateralized through the state collateral pool as required by statute for any excess over the amount insured by an agency of the U.S. government.

### Accounting Method

The Coquille School District shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including, but not necessarily limited to: the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

### Internal Controls

The business manager shall maintain a system of written internal controls, which shall be reviewed and tested by the independent auditor at least annually or upon any extraordinary event, i.e., turnover of key personnel, the discovery of any inappropriate activity.

### Reporting Requirements

The investment officer shall generate monthly reports for management purposes. In addition, the Coquille School District 8 Board will be provided quarterly reports which will include but not necessarily be limited to: portfolio activity; instruments held; market valuation; as well as any narrative necessary for adequate clarification.

### Investment Policy Adoption

The Board of Directors will formally adopt this investment policy. If investments exceeding a maturity of 18 months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought; and thereafter, this policy will be readopted annually even if there are no changes.

### Qualified Institutions

The investment officer shall maintain a list of all authorized brokers/dealers and financial institutions which are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the Coquille School District, and upon due consideration and approval, will be added to the list. Additions or deletions to the list will be made at the business manager's discretion. At the request of the Coquille School District, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. Further, there should be in place, proof as to all the necessary credential and licenses held by employees of the broker/dealers who will have contact with the Coquille School District as specified by but not necessarily limited to the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. The Coquille School District shall conduct an annual evaluation of each firm's credit worthiness to determine if it should remain on the list. Securities brokers/dealers not affiliated with a bank shall be required to have an office located in Oregon or be classified as reporting dealers affiliated with the Federal Reserve as primary dealers.

### Investment Maturity

Unless matched to a specific cash flow, the Coquille School District will not directly invest in securities maturing in more than 18 months. With the approval of the Board of Directors, if the investment is related to a specific cash flow or particular project, securities will be held to a maximum of 60 months. Except for funds requiring special handling (bond proceeds subject to arbitrage, etc.) investments beyond 18 months require the express approval of the Board of Directors (ORS 294.135).

Funds considered short-term will be invested to coincide with projected cash needs or with the following serial maturity:

50 percent minimum to mature under three months;

25 percent maximum to mature three months to one year;

25 percent maximum to mature over one year out to 18 months.

### Portfolio Diversification

The portfolio diversification is not to exceed Oregon statutes (ORS 294.035). The objective of the district's portfolio diversification is to obtain the maximum earnings that liquidity will allow. The two primary depositories are the Local Government Investment Pool and bank deposits. Bank deposits are not to exceed the sum of the collateralized (Certificates of Participation) and the federally insured amounts.

END OF POLICY

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Legal Reference(s):

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

[ORS 294.135 \(1\)\(a\)](#)  
[ORS 294.155](#)