



INVESTMENT PLANNING POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

INTRODUCTION

The Board of Community Veracity is responsible for ensuring that the organisation operates within a responsible, sustainable financial framework and that the organisation has adequate resources to carry out its work. Community Veracity Investment Plan forms an important part of fulfilling this responsibility.

PURPOSE

This policy is designed to:

- Direct the use of investment funds of [Name of Organisation]; and
- Determine Community Veracity future financial planning strategies to ensure the organisation is able to maintain its operating budget and create growth.

POLICY

The Board of Community Veracity is responsible for maintaining and extending the assets of the organisation, to provide for its long-term financial viability. In its stewardship of Community Veracity financial assets, the Board has adopted this policy to ensure that any assets not required for the current operating budget will be invested in accordance with Community Veracity Investment Plan.

The purpose of Community Veracity Investment Plan is to manage the cash assets not required for current operating expenses so as to maximise the earnings of such assets, while retaining security and minimising risks.

All interest and other earnings from such investments are deposited into Community Veracity operating account and thus become part of the annual operating budget.

The Investment Plan should be designed to ensure that:

- Community Veracity funds are utilised to achieve a balanced operating budget.
- Community Veracity creates capital growth and generates income.
- There will be access to cash to cover current liabilities.
- Community Veracity will have access to cash for establishing new projects.
- Community Veracity will have access to cash for unforeseen expenses.

Community Veracity An Investment Plan must conform with the following principles:



- Priorities set in the Business Plan are to be adhered to.
- Investments are to be made with low to medium risk ventures; that is, investments that provide for security of capital over the medium to long term.
- Community Veracity will only invest with reputable, established, proven, financial institutions.

RESPONSIBILITIES

The CEO and the Finance Manager, in consultation with the **Finance Committee**, are responsible for recommending an Investment Plan portfolio for consideration by the Board in the context of the annual Business Plan.

PROCEDURES

- The [CEO/Treasurer/Finance Committee] will investigate investment options and make recommendations to the Board, in the form of an Investment Plan, as part of the annual Business Plan. The Investment Plan must conform with the principles laid out in the Community Veracity Investment Policy.
- Community Veracity will retain an independent investment consultant to provide advice about investment opportunities and maintain a portfolio of investments.
- Community Veracity [CEO/Treasurer/Finance Committee Chair] will meet biannually with the investment consultant to discuss the performance of the investment portfolio and report to the Finance Committee, which will in turn report to the Board.
- The [CEO/Treasurer/Finance Committee Chair] will receive information about and keep track of the progress of all investments, and report on the progress of the investments to the Board.
- The Investment Plan will be reviewed every 6 months as part of the strategic planning for the Business Plan.