



**Bond Proceeds / General Investment Procedure
(A&I-P002)**

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department invests bond proceeds and general investment funds.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent
- 2.2 The Board of Trustees

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer
- 3.2 Chief Accountant

(Approval signature on file)

Signature _____

Date _____

4.0 DEFINITIONS:

- 4.1 CA – Chief Accountant
- 4.2 CFO – Chief Financial Officer
- 4.3 Idle Cash – bond funds for future projects

5.0 PROCEDURE:

- 5.1 Idle cash is identified through cash flow projections and various other means.
- 5.2 Investment opportunities are evaluated. This occurs daily, weekly, and monthly, quarterly, yearly and beyond.
- 5.3 Identify possible investments that are regulated by district policy.
- 5.4 Chief Financial Officer or Chief Accountant decide on and make Investment.
- 5.5 Monitor investments through reports received and distribute earnings.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Internal Investment Reports
- 6.2 External Investment Reports

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Internal Reports	Business	6 Years	Discard as needed per CSI-P004	Filing cabinet
External Reports	Business	6 Years	Discard as needed per	Filing Cabinet



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CSI-P004

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
10/20/08	B	Added definitions 4.1, 4.2, and 4.3; revised Record Retention Table to include "per CSI-P004" to define Discard as Desired.

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