



Accounting and Investment Management Plan Procedure (A&I-P006)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department handles investment management planning at the Washoe County School District.

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

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 NRS – Nevada Revised Statutes
- 4.2 Retention Interest – interest paid on amount held back (performance deposit) on vendor contract.
- 4.3 WCSD – Washoe County School District
- 4.4 WCSD Investment Plan – the fund plan in which WCSD operates its investments

5.0 PROCEDURE:

- 5.1 The WCSD follows School Board Policy and Regulation 3211 to provide general guidelines for the investment of public funds.
- 5.2 The Investment Committee which consists of the Chief Financial Officer, Chief Accountant, and two members of the Financial Advisory Committee meet quarterly to determine the guidelines by which the district will invest its funds.
 - 5.2.1 Minutes are maintained from the Investment Committee Meetings.
- 5.3 Investment strategies are the actual investment(s) program as termed by the Investment Committee that the Chief Financial Officer and Chief Accountant follow.
 - 5.3.1 Investment strategies are governed by Nevada Revised Statutes (NRS).
- 5.4 Investments consist of, but are not limited to, State Pool Investments, Treasury Bonds, Money Market and Mutual Funds.
- 5.5 Safekeeping and Custodial Agreements are established with a third party to monitor and facilitate these investments.
- 5.6 WCSD will use a competitive bidding format for brokers on security transactions.
- 5.7 The Investment Committee will determine the brokers and dealers for the WCSD as determined by the criteria established within the WCSD Investment Management Plan.
- 5.8 WCSD will review the Investment Plan on an annual basis.



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6.0 ASSOCIATED DOCUMENTS:

6.1 WCSD Funds Investment Management Plan Document

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Investment Statements	Business Office	6 years	Discard as desired per CSI-P004	Standard file cabinet in secured office
Records of Trade Transaction	Business Office	6 years	Discard as desired per CSI-P004	Standard file cabinet in secured office
Agreements	Business Office	6 years	Discard as desired per CSI-P004	Standard file cabinet in secured office
Committee Minutes	Business Office	6 years	Discard as desired per CSI-P004	Standard file cabinet in secured office
Portfolio Schedules	Business Office	6 years	Discard as desired per CSI-P004	Standard file cabinet in secured office

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 new definition as 4.2 and renumbered accordingly; updated Record Retention Table to include "per CSI-P004" to define Discard as desire.

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