

POLICY

1991/2011

5221

Operation and Reporting of District Investments

Non-Instructional Business/Operations

SUBJECT: OPERATION AND REPORTING OF DISTRICT INVESTMENTS

The Business Office shall prepare an annual report by August 20 of all time investments excluding NOW and like accounts which shall be for the past fiscal year. The report shall include the following information with respect to each of the investments:

- a) The trading partner;
- b) The type of investment;
- c) The investment date;
- d) The maturity date;
- e) The interest rate;
- f) The total interest earned on the investment.

The School District Treasurer and Deputy School District Treasurer shall submit a copy of the ledger of collateral for each investing bank or trust company with the annual investment report.

Updated 03/15/2011