



WINDHAM SCHOOL
DISTRICT
BOARD OF TRUSTEES

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PAGE: 1 of 24

SUPERSEDES: WBP-11.12 (rev. 4)
December 3, 2008

WINDHAM BOARD POLICY

SUBJECT: WINDHAM SCHOOL DISTRICT INVESTMENT POLICY

AUTHORITY: Chapter 2256, *Public Funds Investment Act* (hereinafter “Act”), Texas Government Code; *Tax Reform Act of 1986*; *Investment Company Act of 1940*, 15 U.S.C. Section 80a-1, *et seq.*; *Investment Advisers Act of 1940*, 15 U.S.C. Section 80b-1, *et seq.*; Chapter 2257, *Public Funds Collateral Act*, Texas Government Code; *Securities Exchange Act of 1934*, 15 U.S.C. Section 78a, *et seq.* as amended; and Chapters 573 and 791, Texas Government Code.

APPLICABILITY: Windham School District (WSD)

POLICY:

The Windham School District shall invest funds in a manner which shall preserve the principal of funds invested while meeting the daily cash flow demands of the WSD and conforming to the provisions of the operative bond ordinance, resolution, or trust agreements securing outstanding bonds over which the WSD has control, and to all statutes governing the investment of WSD funds, including, but not by way of limitation, Chapter 2256, *Public Funds Investment Act*, Texas Government Code. The requirements of this policy do not apply to an investment donated for a particular purpose or under terms of use specified by the donor.

DEFINITIONS:

I. General

“Bond Proceeds” are the proceeds from the sale of bonds, notes, and other obligations issued by the WSD, and reserves and funds maintained by the WSD for debt service purposes.

“Funds” are public funds in the custody of a state agency or local government that: (1) are not required by law to be deposited in the state treasury; and (2) the investing entity has authority to invest.

“Investment Pool” is an entity created under the *Act* to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are: (1) preservation and safety of principal; (2) liquidity; and (3) yield.

“Pooled Fund Group” is an internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested.

“Repurchase Agreement” is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date, obligations described by Section 2256.009(a)(1), Texas Government Code, at a market value at the time the funds are dispersed of not less than the principal amount of the funds dispersed. The term includes a direct security repurchase agreement and reverse security repurchase agreement.

II. For reporting purposes, the following definitions are provided in the *Act*:

- A. “Book Value” is the original acquisition cost of an investment plus or minus the accrued amortization or accretion.
- B. “Market Value” is the current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.

III. For purposes of defining a qualified representative, the following guidelines should be used:

“Qualified Representative” is a person who holds a position with a business organization, who is: 1) authorized to act on behalf of the business organization; and 2) one of the following:

- A. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- B. For a state or federal bank, savings bank, or state or federal credit union, a member of the loan committee for the bank or branch of the bank, or a person authorized by corporate resolution to act on behalf of and bind the banking institution;
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool and to sign the written instrument on behalf of the investment pool; or
- D. For an investment management firm registered under the *Investment Advisors Act of 1940* or, if not subject to registration under that act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.

PROCEDURES:

I. Scope

The WSD shall endeavor to earn a return on funds invested at the highest investment return possible after taking into account the primary goals of preservation of principal and liquidity of funds invested, consistent with the policy objectives described below. This policy applies to all financial assets controlled by the WSD. In addition to this policy, bond funds, including debt service and reserve funds, shall be managed by governing statutes, bond ordinance, resolution, trust agreements, and federal law, including the *Tax Reform Act of 1986* and subsequent legislation. These funds are accounted for in the WSD Annual Financial Report and include:

- A. General Fund;
- B. Special Revenue Funds;
- C. Capital Project Funds;
- D. Debt Service Funds;
- E. Enterprise Funds;
- F. Agency Funds; and
- G. Expendable Trust Funds.

II. Prudence

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. In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds, or funds under the WSD's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
- B. Whether the investment decision was consistent with the WSD's written investment policy.

It should be noted that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's return. The WSD Board of Trustees (board) retains ultimate responsibility as fiduciaries of the WSD's assets.

III. Objectives

Investment funds shall be governed by the following investment objectives, in order of priority:

A. Preservation and Safety of Principal

Investments of the WSD shall be undertaken in a manner that seeks to ensure the preservation and safety of principal in the overall portfolio. To attain this objective, diversification along credit, with the exception of United States Treasury obligations, and maturity lines is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. Safety is further assured by requiring adequate and appropriate collateral.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to enable the WSD to meet all operating requirements which might be reasonably anticipated.

C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return (i.e., yields equal to or greater than the yield on United States Treasury obligations of comparable maturity) throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

IV. Delegation of Authority and Training

A. Delegation of Authority

Authority to manage the investment program is derived from the *Act*. Management responsibility for the investment program is hereby delegated to the chief financial officer, who for the purposes of this policy, shall be referred to herein as the investment officer. The investment officer shall establish written procedures for the operations of the investment program consistent with this policy and the provisions of the trust agreements in relation to the WSD's outstanding bonds, lease purchase agreements, and any trust agreement or other instrument securing indebtedness of the WSD issued after the adoption of this policy.

Procedures include references to safekeeping, master repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy, the procedures

established by the investment officer, and when applicable, the provisions of the operative bond documents and trust agreements securing outstanding bonds over which the WSD has control. All requirements for eligibility of the investment officer shall apply to all persons responsible for investment transactions for the WSD (hereinafter investors). Other than pursuant to the existing trust agreements, which require that certain funds be invested by the Trustee upon direction of the WSD, or pursuant to a contract with an investment advisor, the investment officer shall be responsible for all transactions undertaken under this policy. The investment officer shall establish a system of controls to regulate the activities of the investors, trustees, investment advisors and subordinate officials.

B. Training

An investment officer shall attend a training session not less than once in a two-year period and may receive training from any independent source approved by the board. The investment officer shall prepare a report on Subchapter A, "Authorized Investments for Governmental Entities," of the *Act* and deliver the report to the board not later than the 180th day after the last day of each regular session of the legislature.

Each member of the board and the investment officer are required by Section 2256.007(a) of the *Act* to attend investment training relating to the person's responsibilities under the *Act* within six months after taking office or assuming duties. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the *Act*.

V. Investment Advisor

The WSD may contract with an investment management firm registered under the *Investment Advisers Act of 1940* or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under authority of the *Act* may not be for a term longer than two years. A renewal or extension of the contract must be made by the WSD, by order, ordinance, or resolution.

The *Act* does not prohibit the WSD or the WSD's investment officer from using WSD employees or the services of a contractor of the WSD to aid the investment officer in the execution of the investment officer's duties under this policy.

VI. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair ability to make impartial investment decisions. Conflicts of interest, as defined in Section 2256.005(i) of the *Act*, shall be reported to the board and the Texas Ethics Commission.

The investment procedures established by the investment officer shall provide for any person involved in investment activity for the WSD to sign the “Investor Certification of Ethical Understanding” (Attachment A).

VII. Reporting

- A. The investment officer shall submit to each member of the board a written report of investment transactions no less than on a bi-monthly basis. The report must:
1. Describe in detail the investment position of the WSD on the date of the report;
 2. Be prepared and signed by the investment officer of the WSD;
 3. Contain a summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Additions and changes to the market value during the period;
 - c. Ending market value for the period; and
 - d. Fully accrued interest for the reporting period;
 4. State the book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
 5. State the maturity date of each separately invested asset that has a maturity date;
 6. State the account, fund, or pooled group fund in the WSD for which each individual investment was acquired; and

7. State the compliance of the investment portfolio of the WSD as it relates to:
 - a. Investment strategy expressed in this policy; and
 - b. Relevant provision of the *Act*.
- B. Market prices shall be taken from bank statements where applicable. The *Wall Street Journal* shall be used to monitor the market values on treasury bills and treasury notes if bank statements do not provide this information. Additionally, timely transaction data shall be available, upon request, and kept on file, of all transactions to record and document investment activity. Other information that may be included in the report includes recommendations to amend current specific investment strategies, this policy, and analysis of current market conditions.
- C. It is recognized there may be fluctuations in value during and in comparative reporting periods. If it is the WSD's intent not to hold some or all of its investment securities to maturity, a statement of such shall also be included in the investment report.
- D. In conjunction with the annual financial audit, the WSD shall perform a compliance audit of management controls on investments and adherence to the established investment policies and safekeeping procedures as set forth in this policy.
- E. Not later than January 1st of each even-numbered year, the WSD shall report the results of the most recent audit performed to the state auditor. The WSD shall also report to the state auditor other information the state auditor determines necessary to assess compliance with laws and policies applicable to state agency investments. The report shall be prepared in a manner the state auditor prescribes.
- F. If the WSD invests in securities other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of certificates of deposit, money market, or similar accounts, the reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.
- G. All investments made by the WSD must comply with the *Act* and all federal, state, and local statutes, rules, or regulations.

VIII. Authorized Financial Institutions and Business Organizations

- A. The investment officer shall maintain a list of financial institutions, business organizations, and investment management firms selected by credit worthiness, authorized to provide investment services. In addition, a list shall also be maintained of approved security brokers/dealers, selected principally on the basis of evidenced credit worthiness, authorized to provide investment services. No

public deposit shall be made except in a qualified public depository as established and defined by state laws.

- B. An Investment Committee of the WSD shall at least annually review, revise and adopt a list of qualified business organizations that are authorized to engage in investment transactions with the WSD.
- C. A written copy of all investment policies, including this policy, shall be presented to any person offering to engage in an investment transaction with an investing entity. A business organization includes investment pools. Nothing in this policy relieves the WSD of the responsibility for monitoring the investments made by the WSD to determine that they are in compliance with this policy.
- D. Before engaging in investment transactions with a business organization, the investment officer shall have received from the qualified representative of said organization a signed Qualified Representative Certification (Attachment B) and Broker/Dealer Questionnaire (Attachment C). The primary representative of the business organization shall attest that the qualified representative responsible for the WSD's account with the business organization has received and reviewed this policy and acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the WSD and the business organization that are not authorized by the provisions of this policy.
- E. The investment officer of the WSD may not acquire or otherwise obtain any authorized investment described in this policy from a person who has not delivered to the WSD either Attachment B or C.

IX. Safekeeping

All securities purchased by the WSD under this policy shall be designated as assets of the WSD, shall be conducted on a delivery-versus-payment (DVP) basis except investment pool funds and mutual funds, and shall be protected through the use of a third party custody/safekeeping agent which may be the trustees under the respective trust agreements.

For funds not covered under a trust agreement, the WSD shall enter into a formal agreement with an institution of such size and expertise as is necessary to provide the services needed to protect and secure the investment assets of the WSD.

X. Diversification

The WSD shall diversify its investment portfolios. Assets held in particular funds shall be diversified to eliminate the risk of loss resulting in over concentration of assets in a specific maturity, a specific issuer, with the exception of United States Treasury

obligations, or a specific class of securities. Diversification strategies shall be determined and revised periodically by the investment officer for all funds.

In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue market risk;
- B. Maturities selected shall provide for stability of income and liquidity;
- C. Disbursement and payroll dates shall be covered through maturing investments, and cash equivalent instruments such as money market mutual funds eligible under the *Act* and this policy as an eligible investment;
- D. No investment shall have a stated maturity in excess of the maximum maturity permitted by the trust agreements or five years;
- E. If rating restrictions on securities as defined in Sections XI and XII of this policy are breached, prudent action must be taken, consistent with this policy and the *Act* to rectify the situation; and
- F. The investment officer shall conduct a quarterly review of these guidelines and evaluate the probability of market and default risk in various investment sectors.

XI. Authorized Investments

In accordance with authorizing federal and state laws, the operative bond documents and trust agreements where applicable, the WSD's depository contracts, and appropriate approved collateral provisions, and in furtherance of the Investment Strategy Statement (Attachment D), the WSD may utilize the following methods for the investment of the WSD's funds:

- A. Obligations of the United States or its agencies and instrumentalities.
- B. Direct obligations of the State of Texas or its agencies and instrumentalities.
- C. Bonds issued, assumed, or guaranteed by the State of Israel.
- D. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.
- E. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this State of the United States or their respective agencies and instrumentalities.

- F. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- G. Certificates of deposit issued by a depository institution that has its main office or a branch office in the State of Texas that are guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Share Insurance Fund or its successor; or secured by obligations described in Section XI.A-F, including mortgage-backed securities directly issued by, a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage-backed securities of the nature described by Section XIII; or secured in any other manner and amount provided by law for deposits of the WSD; and comply with Section 2256.010(b), Texas Government Code.
- H. Fully collateralized repurchase agreements authorized under Section 2256.011, Texas Government Code, if the repurchase agreement: (1) has a defined termination date; (2) is secured by obligations described by Sections 2256.009(a)(1), Texas Government Code; and (3) requires the securities being purchased by the WSD, to be pledged and held in the WSD's name, and deposited at the time the investment is made with the WSD or with a third party selected and approved by the WSD and is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.

Notwithstanding any other law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by the WSD under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

The WSD requires each issuer of repurchase agreements to sign a copy of the WSD's Master Repurchase Agreement. An executed copy of this agreement must be on file before the WSD shall enter into any repurchase agreement with an issuer.

I. Fund Investments

1. No-Load Money Market Mutual Funds

The board, by official action, may authorize a no-load money market mutual fund if the fund complies with the following:

- a. Is registered with and regulated by the Securities and Exchange Commission;

- b. Provides the WSD with a prospectus and other information required by the *Securities Exchange Act of 1934* (15 U.S.C. Section 78a *et seq.*) or the *Investment Company Act of 1940* (15 U.S.C. Section 80a-1 *et seq.*);
- c. Has a dollar-weighted average stated maturity of 90 days or fewer; and
- d. Includes in its investment objectives the maintenance of a stable net asset value of one dollar for each share.

2. No-Load Mutual Funds

The board, by official action, may authorize a no-load mutual fund if the mutual fund:

- a. Is registered with the Securities and Exchange Commission;
- b. Has an average weighted maturity of less than two years;
- c. Is invested exclusively in obligations authorized by the *Act*;
- d. Is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
- e. Conforms to the requirements set forth in Sections 2256.016(b) and (c), Texas Government Code, relating to the eligibility of investment pools to receive and invest funds of investing entities.

3. The WSD is not authorized to:

- a. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for debt service, in no-load mutual funds as herein described above;
- b. Invest any portion of bond proceeds, reserves, and funds held for debt service, in no-load mutual funds herein described above; or
- c. Invest its funds or funds under its control, including bond proceeds, reserves, and other funds held for debt service, in any one mutual fund as set out above in an amount that exceeds 10 percent of the total assets of the mutual fund.

J. The WSD may invest its funds and funds under its control through an eligible investment pool if the board, by official action, authorizes investment in the particular pool.

1. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the *Act*. To be eligible to receive funds from and investments on behalf of the WSD, an investment pool must be rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

The WSD may invest its funds through an eligible investment pool if the pool provides an offering circular or other similar disclosure instrument that contains the following information to the investment officer:

- a. The types of investments in which money is allowed to be invested;
- b. The maximum average dollar-weighted maturity allowed, based on the stated maturity date of the pool;
- c. The maximum stated maturity date any investment security within the portfolio has;
- d. The objectives of the pool;
- e. The size of the pool;
- f. The names of the members of the advisory board of the pool and the dates the terms expire;
- g. The custodian bank that shall safekeep the pool's assets;
- h. If the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;
- i. Whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
- j. The name and address of the independent auditor of the pool;

- k. The requirements to be satisfied for the WSD to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the WSD to invest funds in and withdraw funds from the pool; and
1. The performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.
2. To maintain eligibility to receive funds from and invest funds on behalf of the WSD, an investment pool must furnish to the investment officer:
 - a. Investment transaction confirmations; and
 - b. A monthly report that contains, at a minimum, the following information:
 - i. The types and percentage breakdown of securities in which the pool has invested;
 - ii. The current average dollar-weighted maturity, based on the stated maturity date of the pool;
 - iii. The current percentage of the pool's portfolio in investments that have stated maturities more than one year;
 - iv. The book value versus the market value of the pool's portfolio, using amortized cost valuation;
 - v. The size of the pool;
 - vi. The number of participants in the pool;
 - vii. The custodian bank that is safekeeping the assets of the pool;
 - viii. A listing of daily transaction activity of the WSD;
 - ix. The yield and expense ratio of the pool;
 - x. The portfolio managers of the pool; and
 - xi. Any changes or addenda to the offering circular.
3. The WSD by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.

4. For purposes of investment in an investment pool, yield shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the *Investment Company Act of 1940*, as promulgated from time to time by the Federal Securities and Exchange Commission.
5. To be eligible to receive funds from and invest funds on behalf of the WSD, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily, and to the extent reasonably possible, stabilize at a one dollar net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005.
6. To be eligible to receive funds from and invest funds on behalf of the WSD, a public funds investment pool must have an advisory board composed:
 - a. Equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created under Chapter 791, Texas Government Code, and managed by a state agency; or
 - b. Of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.
7. To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

K. Commercial paper is an authorized investment under Section 2256.013, Texas Government Code, if the commercial paper:

1. Has a stated maturity of 270 days or fewer from the date of its issuance; and
2. Is rated not less than A-1 or P-1 or an equivalent rating by at least:
 - a. Two nationally recognized credit rating agencies; or
 - b. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

XII. Authorized and Suitable Investments (Bond Proceeds, WSD)

Bond proceeds may be invested in accordance with the provisions of the operative bond ordinance, resolution, or trust agreement authorizing the issuance of bonds. To the extent of any inconsistency between the provisions of this policy and the operative bond instrument, the investment terms contained in the operative bond instrument shall control; however, provided that no such investment of bond proceeds shall be made in the non-approved investments described in Section XIII of this.

XIII. Non-Approved Investments

The following investments are not authorized under this policy:

- A. Obligations whose payment represents the coupon payment on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (interest only bond);
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (principal only bond);
- C. Collateralized mortgage obligations that have a stated final maturity of greater than five years;
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index (inverse floaters); and
- E. Any investment not specifically authorized in Section XI of this policy.

XIV. Collateralization

The WSD requires all bank and savings and loan association deposits to be insured by the FDIC or its successors or collateralized with eligible securities. Financial institutions serving as the WSD depositories shall be required to sign an agreement with the WSD and its safekeeping agent for the collateral, defining the WSD's rights to the collateral in case of default, bankruptcy, or closing.

- A. Allowable Collateral
 - 1. Certificates of Deposit

Eligible securities for collateralization of deposits are defined by the Chapter 2257, *Public Funds Collateral Act*, Texas Government Code.

2. Repurchase Agreements

Collateral underlying repurchase agreements is limited to United States government or agency obligations, which are eligible for wire transfer (i.e., book entry) to the WSD's designated safekeeping agent through the Federal Reserve System.

B. Collateral Levels

Collateral is valued at current market plus interest accrued through the date of valuation.

1. Certificates of Deposit

The market value of collateral pledged for certificates of deposit must at all times be equal to or greater than the par value of certificates of deposit plus accrued interest, less the amount insured by the FDIC.

2. Repurchase Agreements

The market value of collateral required to be pledged for repurchase agreements shall be a percentage of the par value of the agreement plus accrued interest and shall be maintained at those levels. The percentage coverage required shall be defined in the WSD's Master Repurchase Agreement.

Collateral Maturity	U. S. Treasury Securities	U.S. Government Securities
One Year or Less	101%	101%
One to Five Years	102%	102%
Over Five Years	103%	104%

XV. Existing Investments

Investments held on the effective date of this policy that are no longer authorized investments under the *Act* or this policy do not need to be liquidated before the final stated maturity of the investment. The investment officer shall take all prudent measures that are consistent with this policy to liquidate any investment which becomes a non-authorized investment (e.g., through a rating downgrade) after the purchase of this investment.

XVI. Investment Policy Adoption

This policy, and the attached Investment Strategy Statement, meeting the requirements of Section 2256.005(d), has been adopted by resolution of the board and signed by the board chairman. Moreover, by adoption of this policy, the board authorizes continued participation in investment pools that have been approved by the board and comply with

this policy. A resolution shall be adopted annually certifying that the board has performed an annual review of this policy and the Investment Strategy Statement. The resolution so adopted shall record any changes made to either this policy or the Investment Strategy Statement. Any changes or modifications in the interim shall also require board approval.

*Signature on File _____

Oliver J. Bell, Chairman

Windham School District Board of Trustees

**WINDHAM SCHOOL DISTRICT
INVESTOR CERTIFICATION OF
ETHICAL UNDERSTANDING**

The *Public Funds Investment Act* (“Act”) includes a provision Chapter 2256, Paragraph 2256.005(i) of the Texas Government Code that provides for any investment officer or person deemed to have the responsibility for investment transactions (“investor”) take certain steps to ensure possible conflicts of interest are disclosed. Below is an excerpt from the *Act*, with parenthetical comments for clarification:

Section 2256.005(i)

“An investment officer of an entity who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the investment officer's entity shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity. For purposes of this subsection, an investment officer has a personal business relationship with a business organization if:

- (1) the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- (2) funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
- (3) the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.”

Disclosure of a personal business relationship or a relationship by affinity or consanguinity does not shield the investment officer or investor from the application of the other state law or WSD policy that could prohibit, criminalize, or otherwise affect the activity that is the subject of the disclosure.

The investment officer/investor certifies understanding of the requirement outlined above by signing below.

INVESTOR _____

SIGNATURE _____

DATE _____

WINDHAM SCHOOL DISTRICT

QUALIFIED REPRESENTATIVE CERTIFICATION

I hereby certify that I have personally read, thoroughly reviewed, and understand WBP-11.12, "Windham School District Investment Policy" and Investment Strategy Statement. I have also implemented reasonable procedures and controls in an effort to preclude investment transactions between this organization and the Windham School District (WSD) that are not authorized by the WSD's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the WSD's entire portfolio or requires an interpretation of subjective investment standards. Transactions between this firm and the WSD shall be directed towards precluding non-authorized investment activities and protecting the WSD from credit and/or market risk.

All the sales personnel of this firm dealing with the WSD's account have been informed and will continue to be routinely informed of the WSD's investment horizons, limitations, and strategy and risk constraints. Whenever we are informed of modifications or additional information related to the WSD's investment horizons, limitations, and strategy and risk constraints, we will inform all the sales personnel dealing with the WSD at this firm of such modifications or additional information.

This firm pledges due diligence in informing the WSD of foreseeable risks associated with financial transactions connected to this firm.

(Firm)

Qualified Representative (Principal)

Brokers

(Signature)

(Signature)

(Name)

(Name)

(Date)

(Date)

(Signature)

(Signature)

(Name)

(Name)

(Date)

(Date)

**WINDHAM SCHOOL DISTRICT
BROKER/DEALER QUESTIONNAIRE**

Please provide the following information. Attach additional sheets if necessary.

1. Name of firm _____

2. Local address _____

3. National address _____

4. Local telephone number () _____

Fax number () _____

National telephone number () _____

Fax number () _____

5. Primary representative/manager/partner-in-charge

Name _____

Title _____

Telephone number () _____

6. Secondary representative/manager/partner-in-charge

Name _____

Title _____

Telephone number () _____

7. Which instruments are offered regularly by your local desk?

Treasury bills

Treasury notes/bonds

Agencies & Instrumentalities - specify

Banker's acceptances - domestic

Banker's acceptances - foreign

Commercial paper

Bank certificates of deposit

Savings & Loan Association certificates of deposit

Other - specify

8. Identify all personnel who will be trading with or quoting securities to the WSD cash/investment management staff.

<u>Name</u>	<u>Title</u>	<u>Telephone no.</u>

(Attach brief resumes of all the above persons)

9. Which of the above personnel have read our investment policies and procedures?
-
-

10. Please indicate which of the above personnel and principal of your firm's local offices currently are licensed, certified, or registered, and by whom.

<u>Agent</u>	<u>Licensed or registered by</u>

11. Please identify three of your comparable public sector clients in Texas.
- | <u>Entity</u> | <u>Contact person</u> | <u>Telephone no.</u> | <u>Client since</u> |
|---------------|-----------------------|----------------------|---------------------|
| | | | |
| | | | |
| | | | |

12. Have any of your clients ever incurred a loss on a securities transaction because of a misunderstanding or misrepresentation of the risk involved? If yes, please explain.

13. Have any of your public sector clients ever notified a staff member of your firm that they had incurred a loss exceeding 10 percent of the original purchase price of an individual security purchased through your firm?

14. Has your firm or any of your employees ever been investigated by a regulatory or state agency for alleged improper, fraudulent, disreputable, or unfair business practices in the sale of securities or money market instruments? If yes, please explain.

15. Has a public sector client ever claimed in writing that your firm was responsible for investment losses?
16. Please describe your custody and delivery process. Who audits this fiduciary responsibility?
17. Please provide certified financial statements and other supporting documentation regarding your firm's capitalization.
18. (A) Has your firm consistently complied with the Federal Reserve Bank's capital adequacy guidelines?

(B) Is your firm in compliance with these guidelines on the date of this questionnaire?

(C) Has your capital position ever fallen short of these guidelines?

(D) Does your firm presently exceed the capital adequacy guideline's measure of risk? If so, by what factor? Example: 1.5X, 2X, etc.
19. Do you participate in the SIPC Insurance program? If not, please explain.
20. What reports, transactions, confirmations, and paper trail will we receive?
21. Please enclose a complete schedule of fees and charges for various services and transactions.
22. Describe the precautions taken by your firm to protect the interests of the public when dealing with public sector clients as investors.

Windham School District

Investment Strategy Statement

PREFACE

The Windham School District, giving due regard to the safety and risk of investment, shall invest all available funds in conformance with state and federal regulations, applicable Bond Resolution requirements, trust agreements, adopted WBP-11.12, “Windham School District Investment Policy,” and adopted Investment Strategy Statement.

In accordance with the *Public Funds Investment Act*, WSD investment strategies shall address the following priorities (in order of importance):

- Preservation and safety of principal;
- Liquidity;
- Understanding the suitability of the investment to the financial requirements of the WSD;
- Marketability of the investment if the need arises to liquidate the investment prior to maturity;
- Diversification of the investment portfolio; and
- Yield.

This strategy coordinates the primary objectives of the WSD’s investment policy and cash management procedures with investment security risk/return analysis to enhance interest earning and reduce investment risk. The WSD’s investment officer shall incorporate current and projected market information from reliable sources as well as current and anticipated WSD financial conditions and cash flow requirements when prudently implementing these strategies. The WSD’s portfolio shall be designed and managed in a manner responsive to the public trust, consistent with this policy and any trust agreement.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund’s unique requirements. WSD funds shall be analyzed and invested according to the following major fund types:

- A. Operating Funds and Commingled Pools Containing Operating Funds
- B. Debt Service Fund
- C. Debt Service Reserve Fund
- D. Special Project or Special Purpose Funds

INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities shall not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

A. Operating Funds and Commingled Pools Containing Operating Funds

Investment strategies for operating funds and commingled pools containing operating funds have as the primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing quality, short- to medium-term securities which shall complement each other in a laddered or barbell maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security.

B. Debt Service Funds

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.

C. Debt Service Reserve Funds

Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Except as may be required by the bond ordinance specific to an individual issue, securities should be of high quality, with short- to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium if at all possible. Such securities will tend to hold their value during economic cycles.

D. Special Projects or Special Purpose Funds

Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10 percent in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.