

Administrative Procedures Manual	Administrative Procedure 509
	Cash Management and Investments
Page 1 of 1	APPROVED: January 10, 2023
	AMENDED/REVIEWED:
LEGAL REFERENCE:	Section 52, 53, 54, 68 Education Act

Background

The Division is responsible to utilize funds responsibly to provide the necessary resources to operations while maximizing investments with maximum rates of return. The purpose of this administrative procedure is to provide guidelines regarding cash management and investment of surplus funds not immediately required for daily operational cash flows.

Procedures

1. Cash Management

- 1.1. Cash reconciliation will be prepared on a regular basis to ensure all transactions are accounted for in the financial records of the Division.
- 1.2. Cash Flow forecasts shall be prepared on an as needed basis to project the operating cash needs of the Division and to monitor the use of the overdraft lending facility.

2. Investments

- 2.1. Operational funds not immediately required for short term operational requirements may be invested in investments with maturities of 12 months or less.
- 2.2. Investments shall be of minimal risk to the principal invested.
- 2.3. Allowable Investments of operational funds are as follows:
 - 2.3.1. Interest bearing Savings Account
 - 2.3.2. Guaranteed Investment Certificates (GIC) at Canadian insured commercial banking organizations
 - 2.3.3. Interest bearing chequing accounts
 - 2.3.4. Money market instruments such as T-Bills, Banker's Acceptances
 - 2.3.5. Government of Canada Bonds, Provincial Bonds.
- 2.4. Funds available for investment shall be invested only if the potential investment return is greater than the interest earned from the current bank account.
- 2.5. The Associate Superintendent of Business Services shall report on a quarterly basis to the board, a summary of all investments and related income held by the Division.