

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3596

ADOPTED: 11/08/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Annual Investment Policy

Introduction

The purpose of this investment policy is to govern the investment of the Ventura County Office of Education (VCOE) funds in accordance with Government Code Section 53646. The policy will be used by VCOE staff as well as all third-party providers of investment or investment-related services. Its purpose is to direct the prudent investment and protection of the VCOE funds.

Philosophy

All funds shall be managed under the prudent investor rule. This rule states that:

“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.”

Scope of Policy

Education Code Section 41001 requires operating funds of the VCOE be deposited into the County Treasury. All funds on deposit in the County Treasury shall be invested in accordance with the current investment policy of the Ventura County Treasurer-Tax Collector. Nothing in this policy shall be construed to limit or dictate the investment of funds on deposit with the County Treasurer.

Education Code Section 41015 authorizes the investments of surplus moneys, not required for the immediate necessities of the VCOE, in any of the investments specified in Section 16430 or 53601 of the Government Code. Additionally, a variety of bank accounts are authorized, including but not limited to: Scholarship Accounts, Cafeteria Accounts, Clearing Accounts, Student Body Accounts and Revolving Cash Accounts. These bank accounts are not considered investments, are excluded from this investment policy and are; therefore, excluded from any investment reporting policies and procedures. The referenced bank accounts shall be established in financial institutions whose accounts are federally insured, and all funds so deposited shall be fully covered by that insurance.

Proceeds from the issuance of Tax and Revenue Anticipation Notes (TRANS) or Certificates of Participation (COP) which are not deposited in the County Treasury shall be covered by this policy whether the investments are directed by VCOE staff or the trustee.

Permitted Investments

Investments shall be restricted to those authorized in Government Code Section 16430 and 53601 and as may be further restricted by each TRANS or COP issuance.

Indemnification of Investment Officials

VCOE staff exercising his/her authority with due diligence and prudence, and in accordance with this Investment Policy, will not be held personally liable for any investment losses.

Reporting

Within 30 days of the end of each calendar quarter a copy of the most recent statement received from the County Treasurer and each Trustee will be submitted to the Superintendent. If funds are invested by any other means, a report containing all the elements specified in Government Code Section 53646 shall also be submitted to the Superintendent. Upon acceptance of the statement(s) and/or report, the Superintendent shall include the statement(s) and/or report on the next regularly scheduled County Board of Education meeting agenda as an informational item.