

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Policy Investments	
Procedure No. 6144-00-01	Eff. Date: 7/10/2014
Implements Board Policy(ies) 6144 Investments	Last Reviewed: 7/19/2018

1. Background

Describe relevant background to the implementation of the policy.
 The purpose of this investment policy is to establish priorities and guidelines regarding the investment management of the operating funds and other designated funds of the Cincinnati City School District and to ensure compliance with Chapter 135.14 of the Ohio Revised Code.

2. Responsibilities

Title: Treasurer	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i> Compliance with all Federal and State laws – The District shall maintain an inventory of all portfolio assets. A description of each security will include security type, issue-issuer, cost (original purchase cost or current book value), par value (maturity value), maturity date, settlement date (delivery versus payment date of purchased or sold securities), and any coupon (interest) rate. The investment report will also include a record of all security purchases and sales. Regularly issued reports will include a monthly portfolio report and a quarterly portfolio report, detailing the current inventory of all securities, all investment transactions, any income received (maturities, interest payments, and sales), and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield and average-weighted maturity of the portfolio.</p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

The Board of Education authorizes the Treasurer to make investments of available monies from the funds of the District in securities authorized by State law.

The Treasurer shall maintain annual Center for Public Investment Management Certification, which provides continuing education required by Ohio Revised Code 135.22 and 321.46.

The Treasurer shall prepare annually and submit to the Board, the Superintendent of Public Instruction, and the Auditor of State, on or before August 31st, a report listing each investment made, during the preceding fiscal year, income earned from such investments, fees and commissions paid in connection with the investments, and any other information required by the Board, Superintendent, and the Auditor of State.

In making investments authorized by R.C. 135.14, the Treasurer may retain the services of an investment advisor, provided the advisor is licensed by the Division of Securities under R.C. 1707.141, or is registered with the Securities and Exchange Commission and possesses experience in public funds investment management, specifically in the area of state and local government investment portfolios, or the advisor is an eligible institution in accordance with R.C. 135.03.

Whenever the Treasurer classifies public money as interim funds, the Treasurer must notify the Board within thirty (30) days. If the Board does not agree with the Treasurer's classification or investment(s), the Board may order the Treasurer to sell or liquidate any investment(s) or deposits. The Board's order will specifically describe the investment(s) or deposit(s) and fix the date upon which they are to be sold or liquidated for cash at the current market price. Neither the Treasurer nor the members of the Board will be held accountable for any loss occasioned by sales or liquidations of investment(s) or deposit(s) at prices lower than their cost. Any loss or expense incurred in making such sales or liquidation is payable as other expenses of the Treasurer's office.

Unless the District's annual portfolio of investments is \$100,000 or less, the Treasurer must place on file with the Auditor of State a written investment policy that has been approved by the Board of Education and signed by all entities conducting investment business with the Board. Earnings on an investment may become a part of the fund from which the investment was made, unless otherwise specified by law.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

No equity considerations in this procedure.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.