



U3A ACT Policy Number PO201511

Investments Policy	
Publication date: 24 March 2015	Applies to: Treasurer and Committee
Responsible person: Treasurer	Scheduled review date: every three years as determined by the Committee
Approved by: : at Committee meeting on 10 March 2015	Author: POTC

INTRODUCTION

This policy outlines the principles and practices for appropriately investing U3A-ACT Inc. funds.

PURPOSE

To ensure that excess funds that are available for investment by the committee are managed effectively and with probity.

DEFINITION

Surplus funds: money which is held by the Association that at a given point in time is in excess of the determined current operational level requirement.

Investment: the movement of surplus funds to an account which can provide a return on U3A monies while they remain in surplus.

POLICY

1. U3A-ACT Inc. is a not for profit organisation that raises money through membership fees and course levies to cover its operations.

2. The association holds its monies in transaction accounts that cover:
 - 2.1.1. Day to day operations (Operational account) and
 - 2.1.2. Tours and other related activities (Tours account).

3. The rules governing the expenditure of U3A-ACT monies are outlined in the Financial Commitments and Payments By-law (BL20141) and the Financial and Payments Commitments Policy (PO20142).

4. The Treasurer must ensure that the level of funds maintained in the operational account is sufficient to ensure that day to day activities can be carried out effectively and efficiently.

5. The Tours Officer or Assistant Tours Officer must ensure that the level of funds maintained in the tours account is sufficient to ensure that day to day activities can be carried out effectively and efficiently.
6. The Tours Officer or Assistant Tours Officer will transfer any surplus funds in this account to the operational account during the year to enable investment to occur.
7. Surplus funds should be invested by the Treasurer in accordance with this policy.
8. When making a decision to invest any surplus funds the Treasurer must
 - 8.1.1. select an Authorised Deposit-taking Institution (ADI) recognised by the Australian Prudential Regulation Authority.(www.apra.gov.au) in which to deposit the funds
 - 8.1.2. ensure that the investments are covered by the Australian Government 's Financial Claims Scheme and if necessary split surplus funds across accounts to be certain this occurs (www.apra.gov.au)
 - 8.1.3. select the period of time for the investment based on maximising interest returns
 - 8.1.4. select investment account options that allow access to funds at short notice in the event of a fiscal emergency.
 - 8.1.5. achieve best possible returns within the parameters set out above
 - 8.1.6. report to the committee at the subsequent meeting any investment actions taken since the last meeting

SOURCES

Financial Commitments and Payments By-law (BL20141)

Financial Commitments and Payments Policy (PO20142)

REFERENCES

<https://nonprofitrisk.org/library/articles/internalcontrol01222003.shtml>

www.apra.gov.au