



U3A ACT Policy Number PO201510

Investments Policy	
Publication date: 21 June 2021	Applies to: Treasurer and Committee
Responsible person: Treasurer	Scheduled review date: every three years
Approved by: Committee meeting on 15 June 2021	Author: Brian Moir and Richard Reilly

INTRODUCTION

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

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

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

PURPOSE

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

DEFINITIONS

Surplus funds: Money held by the association which, 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. The association holds its monies in transaction accounts that cover:
 - 1.1. Day-to-day operations (Operational account) and
 - 1.2. Tours and other related activities (Tours account).
2. 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.
3. The Tours Officer or Tours Team (which assists the 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.

4. The Tours Officer or Tours Team will transfer any surplus funds in this account to the operational account during the year to enable investment to occur.
5. Surplus funds must be invested by the Treasurer in accordance with this policy.
6. When making a decision to invest any surplus funds the Treasurer must:
 - 6.1. Select an Authorised Deposit-taking Institution (ADI) recognised by the Australian Prudential Regulation Authority (www.apra.gov.au) in which to deposit the funds.
 - 6.2. 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).
 - 6.3. Achieve best possible returns subject to retaining sufficient access to funds to meet any possible requirement.
 - 6.4. 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

www.apra.gov.au