



# TOWN OF FALMOUTH

## INVESTMENT POLICY

### PURPOSE

It is the purpose of this policy to ensure that public funds are invested in a way that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Town.

The primary objectives, in priority order, of the Town of Falmouth's investment activities shall be:

- Safety. Safety of principal is the foremost objective of the investment program. Investments of the Town of Falmouth shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio.
- Liquidity. The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated.
- Return on Investment. The Town's investment portfolio shall be designed with the objective of attaining a market-average rate of return throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio.

### SCOPE

This investment policy applies to all financial assets of the Town of Falmouth. These funds are accounted for in the Town's Annual Financial Report and can include, but may not be limited to:

- General Fund
- Special Revenue Funds
- Capital Project Funds

This investment policy applies to all transactions involving the financial assets and related activities of all the foregoing funds.

## **PRUDENCE**

The standard of prudence to be applied by the management shall be the "prudent standard" rule. "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." The investment decision should be consistent with the written investment policy of the Town.

## **DELEGATION OF AUTHORITY**

Authority to manage the Town's investment program is derived from 30-A M.R.S.A. §5706 et seq. Management responsibility for the investment program is hereby delegated to the Finance Director, who may, in consultation with the Town Manager, establish procedures for the operation of the investment program consistent with this investment policy. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of internal controls to ensure that all transactions are undertaken by authorized individuals.

## **INVESTMENT PROCEDURES**

The Finance Director and Town Manager shall develop and review annually with the oversight of the Town's Finance Committee investment procedures and processes to be followed when investing Town funds. The procedures shall address such issues as how to handle collection and quotes of data, the establishment of how to diversify maturities while investing, and the process for selection of investment specialists who aid the Town.

## **ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's portfolio.

## **PROHIBITED INTEREST**

No Town employee shall invest Town funds in any instrument or institution in which he/she has any direct or indirect financial interest, such as but not limited to oneself, one's spouse or direct family member being a partner, officer, director, trustee, or paid consultant related to the instrument or institution unless such institution was selected through an open process by the Town; nor shall he/she accept any gift, free service or payment of any kind for performing their duties under this policy.

## **AUTHORIZED AND SUITABLE INVESTMENTS**

Funds of the Town of Falmouth may be invested in the following types of securities:

- Obligations of the U.S. government, its agencies and instrumentalities, i.e., Treasury bills. Treasury notes or bonds maturing within five years provided sensitivity is given to cash needs and potential interest rate fluctuation.
- Insured or fully collateralized certificates of deposit of banks and savings and loan associations.
- Repurchase agreements collateralized by Letters of Credit from such institutions such as Federal Home Loan Bank or the Federal Reserve Bank; or by U.S. Government backed obligations of U.S. Government agencies and corporations. Pledged collateral must be at least 102% of the market value of the principal and accrued interest and marked-to-market daily. A Master Repurchase Agreement must be signed with the bank or dealer and kept on file by the Finance Director.
- Money market mutual funds whose portfolios consist entirely of U.S. Government securities.

Funds may be invested in longer maturities, prime bankers' acceptances and secured commercial paper with an AAA rating according to the Standard & Poor's rating scale upon adoption of a motion of authorization by the majority of the governing body at a regular or special public meeting.

## **MAXIMUM MATURITIES**

To the extent possible, the Town of Falmouth will attempt to match investments with anticipated cash requirements. Maturities will be two years or less for operating fund investments and five years or less for other long term funds. The prior does not apply to trust funds held by the Town.

## **DIVERSIFICATION**

The Town of Falmouth will diversify its investment portfolios. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer or a specific class of security. With the exception of U.S. Treasury securities or FDIC insured CDs, no more than 70 percent of the Town of Falmouth's total investment portfolio will be invested in a single security type or with a single financial institution.

## **COLLATERALIZATION**

Collateralization will be required on any investment, including repurchase agreements, where funds are not insured, or any other investment balance that exceeds the stated limits of insurance. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest. This paragraph excludes investments in permanent funds and private-purpose trust funds designated otherwise.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Town and retained. The right of collateral substitution is granted for investments within the scope specified within this policy.

### **SAFEKEEPING AND CUSTODY**

To protect against potential fraud and embezzlement, the assets of the Town of Falmouth shall be secured through third party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Investment officials shall be insured for \$1,000,000 to protect the public against possible embezzlement and malfeasance. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership shall be protected through third-party custodial safekeeping. Safekeeping procedures shall be reviewed annually by the independent auditor.

### **INTERNAL CONTROL AND REVIEW**

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft, or misuse. A process for annual independent review by the independent auditor to assure compliance with policies and procedures shall be established. This review will include separation of duties, custodial safekeeping, avoidance of physical delivery of securities, oversight control of staff, written confirmation for investment purchases, and wire transfer agreements.

### **REPORTING**

On a semi-annual basis the Town Manager and Finance Director shall provide the Finance Committee investment reports, which provide the status of the current investment portfolio.

Schedules in the report should include the following:

- A listing of securities held at the end of the reporting period by authorized investment category.
- A listing of the purchase, sale and maturation of securities.
- The annualized rate of return of each investment.
- Average life and final maturity of all investments categories.
- Percentage of the Portfolio represented by each investment category