



**SECTION: Financial**

**POLICY: FI 03**

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**INVESTMENTS**

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**POLICY**

**Contact Brant will invest any funds that are not required for immediate use and maximize any investment returns.**

**PROCEDURE**

1. The Executive Assistant will project non-Ministry funds available for investment and make recommendations to the Chief Executive Officer regarding appropriate investments based on rate of return and length of investment.
2. The Chief Executive Officer will make investments when appropriate, and with the approval of the Board of Directors.
  - a) The Chief Executive Officer will ensure that Contact Brant only invests in funds in which the capital and the rate of return are guaranteed and insured by the federal or provincial government.
3. Authorized transfer of funds between investments, bank accounts, or to collapse investment funds will be done with two (2) signatories, similar to that required for signatures on cheques.
4. Interest earned on investments will be included in the agency financial statements to be reviewed by the Board of Directors.
  - a) Any significant changes to interest rates or account balance will be brought to the attention of the Chief Executive Officer by the Executive Assistant; the Chief Executive Officer will bring this information to the Board of Directors at the next Board meeting.