

TPRC INVESTMENTS INTERNAL CONTROL PROCEDURES

1. PURPOSE

To outline the internal control procedures for the management of direct investments by the TPRC.

2. DETERMINATION OF INVESTMENT FUNDS

Prior to the determining of the amount of funds available for investment an analysis should be undertaken taking into account:

- The expected cash outflow,
- Maturing Term Deposits,
- Returns from the Sale of Lots,
- Returns from investments,
- The amount to be invested and the term of the investment.

Based on these considerations the CEO determines the following:

- The amount that is to be invested,
- The term of the investment.

As a general rule a balance of \$1.5 - \$2M is maintained in the operational bank account.

3. INVESTMENT PROCEDURE

Quotations

Not less than three (3) quotations shall be obtained from authorised institutions for their rate of the day when an investment is proposed. The best quotation will be accepted after allowing for banking, administrative and transactional costs as well as limits and requirements in the Investment Policy.

Investment Term

The term to maturity of any investment may range from 'at call' to 365 days or 12 months, taking into consideration the interest rate offered and economic factors affecting future interest rates.

The investments will generally be varied in time to ensure the Council obtains the maximum benefit of longer term investments.

Confirmation of Investment

Once approval is confirmed by the CEO this should then be communicated by email to the financial institution who will organize for the funds to be invested.

The financial institution is to provide written confirmation of the investment to the TPRC. The transaction is entered into the TPRC Investment register for subsequent reconciliation with Bank statements.

4. REMITTANCE OF FUNDS

The remittance of the investment to the financial institution is made by Electronic Funds Transfer (EFT).

TPRC INVESTMENTS INTERNAL CONTROL PROCEDURES

5. MATURITY OF INVESTMENTS

When an investment matures the CEO will determine based on the considerations in (2) whether to redeem the funds or invest the funds in accordance the internal control procedures.

If the funds are required by the TPRC the financial institution will be advised to redeem the funds, including any interest, to the TPRC nominated account.

The financial institution is to provide written confirmation of the redemption of the funds, including any interest, to the TPRC nominated account. The transaction is entered into the TPRC Investment register for subsequent reconciliation with Bank statements.

6. TPRC INVESTMENT POLICY

All investments must be made in accordance with the TPRC Investment Policy.

7. REPORTING

Council Reporting

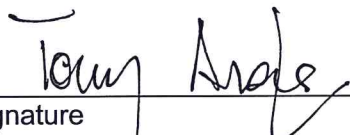
A report must be provided to Council at its meeting detailing the investment portfolio in terms of performance of each investment, percentage exposure of total portfolio, maturity date of each investment and in the case of managed investments, the changes in market value.

The report will also detail investment income earned against budget year to date.

Certificates of Investments

Certificates of all investments must be provided from financial institutions and fund managers confirming the amount of the investment held on Council's behalf at 30 June each year.

This Investment Control Procedure is authorised by the Chief Executive Officer on 22 August 2013.



Signature



Name



Date