



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 108-1

Investment of Board Funds

Area: Business and Finance
Policy Reference: Investment of Board Funds (PO108)

Approved: September 28, 2009
Revised: March 8, 2024

1. Purpose

To manage funds in accordance with Board Policy surrounding [Investment of Board Funds \(PO108\)](#).

2. Definitions

Nil

3. Procedures

3.1 The Superintendent of Business, or designate, will maintain a cash management program which will make the following determination:

- 3.1.1 identification of funds available for investment purposes;
- 3.1.2 term of proposed investment of funds, not to exceed one year;
- 3.1.3 compliance with investment policy, principles, and goals;
- 3.1.4 the need for a diversified portfolio of investments within the limits of provincial regulations;
- 3.1.5 the need for legal advice and financial advice with respect to proposed investments.

3.2 All investments will be approved by the Superintendent of Business or designate.

3.3 The Superintendent of Business, or designate, will prepare and present annually to the Board of Trustees, an investment report in accordance with [Ontario Regulation 471/97, Eligible Investments](#).

4. Sources

- 4.1 [Ontario Regulation 471/97, Eligible Investments](#)

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 [Investment of Board Funds Policy \(PO108\)](#)