



Treasury & Investment Policy

1. Policy Background

- 1.1 Bovey Tracey Town Council's treasury and investment policy and its associated strategy are conducted in accordance with:
- i) The Local Government Act 2003 (the Act) and supporting regulations.
 - ii) The Government and Accountability in England and Wales, A Practitioners Guide. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - iii) The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for the Town Council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. Easily accessible accounts are classed as accounts which do not require more than 90 days' notice to access the funds. These are only used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for Town Councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Bovey Tracey Town Council where the sums involved exceed £500,000, the guidance is mandatory.

2. Definitions

- 2.1 Investments – All investments of more than 12 months in duration.
- 2.2 Treasury – All cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

The overriding policy objectives are:

- To invest prudently to ensure the security of the principal sums.
- To maintain liquidity in the portfolio to meet the council's spending plans.
- To mitigate risk.
- To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1 Bovey Tracey Town Council will not hold funds other than in bank accounts, building society accounts or bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares.
- 4.3 Investments are treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 4.4 The total proceeds of disposal of an investment should always be recorded as income in the financial year of the disposal.
- 4.5 Where the proceeds of disposal of investments or other assets purchased as capital expenditure exceed £10,000 and are capital receipts, Councils must have regard to and apply the statutory restrictions placed on such receipts.

5. Treasury Policy

- 5.1 Bovey Tracey Town Council will hold all its funds as cash deposits in banks accounts or bonds.
- 5.2 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by Full Council.
- 5.3 Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.
- 5.4 A procedure for making a deposit can be found in Appendix A

Appendix A

Procedure for Deposits

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of Full Council is sought if the deposit is with a financial institution not currently used by the council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for council members to sign in accordance with the financial regulations.
4. The RFO actions the deposit/transfer of funds.
5. The transfer/deposit is reported to the council.
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO to make transfers between the accounts of the same bank without prior approval of the Council (in accordance with the Council's Financial Regulations).
2. Transfers between banks will follow normal payment procedure as detailed in the Financial Regulations.
3. Details of all transfers to be provided to the council with the monthly finance report.