

Non-Instructional/Business
Operations**SUBJECT: OPERATION AND REPORTING OF DISTRICT INVESTMENTS**

The Business Administrator shall prepare an annual report of all TIME investments excluding NOW and like accounts which shall be for the past fiscal year. The report shall include the following information with respect to each of the investments:

- a) The trading partner;
- b) The type of investment;
- c) The investment date;
- d) The maturity date;
- e) The interest rate;
- f) The total interest earned on the investment;
- g) The amount of investment;
- h) The number of days invested.

The treasurer shall submit a copy of the ledger of collateral for each investing bank or trust company with the annual investment report.