

INVESTMENT PLANNING POLICY

Policy number	FINPOL019	Version	V.070916
Drafted by	J Rakadrudru	Board approval date	
Responsible person	J Rakadrudru	Scheduled review date	31/01/2020

INTRODUCTION

The Board of Directors (the Board) of Harbour City Harvest Church (the Church) is responsible for ensuring that the organisation operates within a responsible, sustainable financial framework and that the organisation has adequate resources to carry out its work. The church’s Investment Plan forms an important part of fulfilling this responsibility.

PURPOSE

This policy is designed to:

- Direct the use of investment funds of the church; and
- Determine the church's future financial planning strategies to ensure the organisation is able to maintain its operating budget and create growth.

POLICY

The Board of the church is responsible for maintaining and extending the assets of the organisation, to provide for its long-term financial viability. In its stewardship of the church’s financial assets, the Board has adopted this policy to ensure that any assets not required for the current operating budget will be invested in accordance with the church’s Investment Plan.

The purpose of the church’s Investment Plan is to manage the cash assets not required for current operating expenses so as to maximise the earnings of such assets, while retaining security and minimising risks.

All interest and other earnings from such investments are deposited into the church’s operating account and thus become part of the annual operating budget.

The Investment Plan should be designed to ensure that:

- The church’s funds are utilised to achieve a balanced operating budget.
- The church creates capital growth and generates income.
- There will be access to cash to cover current liabilities.
- The church will have access to cash for establishing new projects.
- The church will have access to cash for unforeseen expenses.

The church’s Investment Plan must conform to the following principles:

- Priorities set in the Business Plan are to be adhered to.
- Investments are to be made with low to medium risk ventures; that is, investments that provide for security of capital over the medium to long term.
- The church will only invest with reputable, established, proven, financial institutions.

AUTHORISATION

.....
Chairman

.....
Date

HARBOUR CITY HARVEST CHURCH

INVESTMENT PLANNING PROCEDURES

Procedures number	FINPRO019	Version	V.070916
Drafted by	J Rakadrudru	Board approval date	
Responsible person	M Usumaki	Scheduled review date	31/01/2020

RESPONSIBILITIES

The Chairman and the Treasurer, in consultation with the Finance Committee, are responsible for recommending an Investment Plan portfolio for consideration by the Board in the context of the annual Business Plan.

PROCEDURES

- The Treasurer will investigate investment options and make recommendations to the Board, in the form of an Investment Plan, as part of the annual Business Plan. The Investment Plan must conform to the principles laid out in the Harbour City Harvest Church Investment Policy.
- The church will retain an independent investment consultant to provide advice about investment opportunities and maintain a portfolio of investments.
- The church’s Treasurer will meet biannually with the investment consultant to discuss the performance of the investment portfolio and report to the Finance Committee, which will in turn report to the Board.
- The Treasurer will receive information about and keep track of the progress of all investments, and report on the progress of the investments to the Board.
- The Investment Plan will be reviewed every 6 months as part of the strategic planning for the Business Plan.

AUTHORISATION

.....
Chairman

.....
Date