

# **WALLER COUNTY INVESTMENT POLICY**

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## **1.00 INVESTMENT SCOPE OF POLICY**

### **1.01 General Statement**

This policy serves to satisfy the statutory requirement of Local Government Code 116.112 and Government Code Chapter 2256 to define and adopt a formal investment policy. This policy will be reviewed annually according to Section 2256.005(e), Government Code, Public Funds Act.

### **1.02 Funds Included**

This investment policy applies to all financial assets of all funds of the County of Waller, Texas at the present time and any funds to be created in the future and any other funds held in custody by the County Treasurer, unless expressly prohibited by law or unless it is in contravention of any depository bank.

## **2.00 INVESTMENT AUTHORITY AND CONTROL**

### **2.01 County's Investment Officer**

In accordance with Sec. 116.112(a), Loc. Gov. Code and/or Chap. 2256, Sec. 2256.005 (f) and (g), Government Code, the County Treasurer under the direction of the Waller County Commissioners' Court, may invest county funds that are not immediately required to pay obligations of the county.

If the investment officer has a personal business relationship with an entity, or is related within the second degree by affinity or consanguinity to an individual, seeking to sell an investment to the county, the investment officer must file a statement disclosing that personal business interest, or relationship with the Texas Ethics Commission and the Commissioners' Court in accordance with Government Code 2256.

### **2.02 Quality and Capability of Investment Manager**

It is the county's policy to provide training required by the Public Funds Act, Sec. 2256.008 and periodic training in investments for the County Treasurer through courses and seminars offered by professional organizations and associations in order to insure the quality, capability and currency of the County Treasurer in making investment decisions.

### **2.03 Prudence and Ethical Standards**

Waller County uses the "prudent person rule" when managing the portfolios within the applicable legal and policy constraints. The prudent person rule is restated as follows: "Investments must be made with the judgment and care, under prevailing circumstances, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs for investment, not for speculation, considering the probable safety of their capital as well as the probable income to be derived."

### **2.04 Liability of Investment Officer**

In accordance with Sec. 113.005, Texas Local Government Code, the County Treasurer is not responsible for any loss of the county funds through the failure or negligence of a depository. This section does not release the Treasurer from responsibility for a loss resulting from the official misconduct or negligence of the Treasurer, including a misappropriation of the funds, or from responsibility for funds until a depository is selected and the funds are deposited.

### **2.05 Investment Advisory Committee**

The Investment Advisory Committee reviews investment policies and procedures. Members of the Committee include: County Judge, Appointed County Commissioner, District Attorney, Tax Assessor/Collector, County Auditor and County Treasurer. The Treasurer will serve as chairman of the committee and meetings will be called as needed.

2.06 Accounting and Audit Control

The Waller County Treasurer will establish liaison with the Waller County Auditor in preparing investment forms to assist the County Auditor for accounting and auditing control. The Treasurer is subject to audit by the County Auditor. In addition, the Waller County Commissioners' Court, at a minimum, will have an annual audit of all county funds, as well as an annual compliance audit of management controls on investments and adherence to the entity's established investment policies in accordance with 2256.005(m).

**3.00 INVESTMENT OBJECTIVES**

3.01 General Statement

Funds of the county will be invested in accordance with federal and state law, this investment policy and written administrative procedures. The county will invest according to investment strategies for each fund as they are adopted by Commissioners' Court.

3.02 Safety of Principal

The primary objective of Waller County is to ensure the safety of principal in all funds and avoid speculative investing.

3.03 Maintenance of Adequate Liquidity

The secondary objective of Waller County is to strive to maintain adequate liquidity, through scheduled maturity of investments to cover the cash needs of the county consistent with the objectives of this policy.

3.04 Diversification

It will be the policy of Waller County to diversify its portfolio to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the county shall always be selected to provide for stability of income and reasonable liquidity.

3.05 Maturity/Marketability

Portfolio maturities will be structured to achieve the highest return of interest consistent with liquidity requirements of the county's cash needs. No investment shall have a legal stated maturity of more than twelve (12) months.

3.06 Yield

It will be the objective of Waller County to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives and state and federal law governing investment of public funds.

**4.00 INVESTMENT STRATEGY**

4.01 Waller County Funds

All funds of Waller County that are invested, are invested by matching maturity of investments with liabilities. Investments are made with the intention of holding to maturity, but with the ability to liquidate should funds be needed at any time.

This strategy is achieved by utilizing overnight investments through Pools, Certificates of Deposit, Time Deposits, Treasuries and US Agencies.

4.02 Fiduciary Funds

All fiduciary funds that are invested, are invested by matching maturity of investments with cash needs, investments are made with the ability to liquidate should funds be needed at any time. This strategy is achieved by utilizing overnight investments through Pools, Certificates of Deposit, Time Deposits, Treasuries and US Agencies with stated final maturity of one year or less.

## **5.00 INVESTMENT INSTRUMENTS**

The Waller County Treasurer shall use any or all of the following authorized investment instruments consistent with governing law and this policy.

### **5.01 Bank Investments**

1. Fully collateralized Certificates of Deposits.
  - a. Bids for certificates of deposit may be solicited:
    - i. orally;
    - ii. in writing;
    - iii. electronically; or
    - iv. in any combination of those methods.
2. Fully collateralized Time Deposits.
3. Fully collateralized interest bearing checking accounts.

### **5.02 Overnight Investments**

1. TexPool-Investments authorized by TexPool Investment Policy.
2. Texas Cooperative Liquid Assets Securities System Trust (Texas CLASS)  
-Investments authorized by Texas CLASS Investment Policy.

### **5.03 Other Investments**

1. US Treasury Securities with a legal stated maturity of twelve (12) months or less.
2. Obligations issued by a federal agency or instrumentality of the United States with a legal stated maturity of twelve (12) months or less.

## **6.00 INVESTMENT INSTITUTIONS DEFINED**

### **6.01 Depository Bank**

Depository Bank under a depository contract executed by Waller County Commissioners' Court and in compliance with VCTA, Texas Local Government Code, Chapter 117.

### **6.02 Other Banks**

Other state or national banks domiciled in Texas that are insured by FDIC-fully collateralized Certificates of Deposits or Time Deposits.

### **6.03 Federal Reserve Bank**

Treasury direct through the Direct Treasury Account for Waller County, Treasury Securities.

### **6.04 Public Funds Pools**

TexPool-Overnight funds.  
Texas CLASS-Overnight funds.

### **6.05 US Security Dealers**

US Security Dealers recommended by the County Treasurer, Investment Advisory Committee and approved by Commissioners' Court.

## **7.00 BROKER/DEALER/INSTITUTION QUALIFICATIONS AND PROCEDURES**

### **7.01 Qualifications for Approval of Broker/Dealer Institutions**

In accordance with Sec. 2256.005(k) Government Code, a written copy of this investment policy shall be presented to any person seeking to sell to the county an authorized investment. Before being considered for approval the registered principal of the business organization seeking to sell an authorized investment shall execute a written instrument substantially to the effect the registered principal has:

1. Received and thoroughly reviewed the investment policy of the county and has:
2. Proof of governmental investment experience.
3. Good references from public funds investment officers.

7.02 Confirmation of Trade

A confirmation of trade will be provided by the broker/dealer to the Waller County Treasurer for every purchase of an investment security. This trade ticket and confirmation will become a part of the file that is maintained on every investment.

- 7.03 It will be the policy of the county that all Securities purchased through a Broker shall be purchased using the "deliver vs. payment" method through the Federal Reserve System. By so doing, county funds are not released until the county has received through the Federal Reserve wire, the securities purchased.

**8.00 COLLATERAL AND SAFEKEEPING**

8.01 Collateral or Insurance

The Waller County Treasurer shall insure that all county funds are fully collateralized or insured consistent with federal and state law and the current depository contract in one or more of the following manners:

1. FDIC insurance coverage.
2. United States Government Bonds, Notes, Bills and Agencies.

8.02 Safekeeping

All purchased securities shall be held in safekeeping by the county or a county account in a third party financial institution, or with a Federal Reserve Bank.

Securities pledged as collateral shall be deposited in trust with the Federal Reserve Bank or another disinterested third party bank under an appropriate legal contract. The amount of such securities pledged shall be determined by their market value.

8.03 Collateral Reporting

The Treasurer of Waller County shall report to the County Commissioners' Court his or her valuation of all collateral compared to all county deposits on a monthly basis. Collateral deficiencies should be identified and immediately corrected through additional collateral deposited.

8.04 Rate Monitoring

The Treasurer of Waller County shall monitor on a monthly basis the ratings of Waller County Investments, provided by a nationally recognized rating service. Ratings of investments shall be reported quarterly to Commissioners' Court. Investment pools must be continuously rated no lower than AAA or AAA-m or at an equivalent rating.

**9.00 INVESTMENT REPORTING**

9.01 Monthly Reporting

The Waller County Treasurer will report in writing monthly to Commissioners' Court and to the County Auditor. The report shall include a detailed listing of all purchases, sales and payments and description of each security held.

9.02 Quarterly Reporting

In accordance with Texas Government Code, Title 10, Sec. 2256.023, the Waller County Treasurer will report quarterly the portfolio statistics, listing the type and description of investments in detail, the broker/dealer used for the purchase, the yield to maturity, the stated maturity date and the previous and current market value.