

**RINGWOOD TOWN COUNCIL****TREASURY MANAGEMENT POLICY STATEMENT****1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION**

- 1.1 Responsibility for the activities of the treasury management operation has been delegated to the Finance Manager, who is the Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972.
- 1.2 The activities of the treasury management operation cover the following:
1. analysing internal and external information, cash flow management and methods of transmitting money, i.e. by cheques, bank transfers, Bank Automated clearing system (BACS), Clearing House Automated Payments System (CHAPS) and Direct Debit.
  2. investing temporary surpluses in approved investments and financing capital expenditure by approved borrowing instruments.
  3. ensuring that the repayment dates for the Council's borrowing are reasonably spread out. i.e. the borrowing profile.
  4. dealing with other financial institutions such as banks and the Public Works Loan Board. (PWLB)
  5. ensuring that effective security and controls are in place and an effective operation is reviewed and adhered to.
  6. ensuring that adequate banking arrangements are made and monitored for the Council.

**2. FORMULATION OF TREASURY MANAGEMENT STRATEGY**

- 2.1 The Council will formulate a strategy that covers the raising of capital finance, investment of surplus money and managing cash flow. Treasury management activities in the year should be conducted in accordance with the strategy

**3. DEFINITION OF APPROVED SOURCES OF BORROWING**

- 3.1 The following list specifies which borrowing instruments the Council may use:
- PWLB
  - Money Market Loans - Temporary (loans up to 364 days)
  - Local temporary borrowing
  - Bank Overdraft
  - Council's own internal funds (capital receipts and revenue balances)
  - Leasing
- 3.2 No other instrument other than those listed above may be used.

**4. APPROVED INSTRUMENTS FOR INVESTMENTS**

- 4.1 The Council will only use fixed, short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The maximum amount that can be invested with any one organisation is £250,000.

**5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS**

The following organisations constitute the counterparties with whom temporary investments will be made.

- 5.1 Banks which are UK clearing banks or which are incorporated in the UK and which have at least a short term credit rating of F1, according to FITCH the International Rating Agency, will be used for temporary investments

- 5.2 The following banks may be used, provided that they continue to meet the above criteria:-

|                        |                               |
|------------------------|-------------------------------|
| Bank of Scotland PLC   | Barclays Bank PLC             |
| Halifax PLC            | HSBC                          |
| Lloyds Bank PLC        | National Westminster Bank PLC |
| Royal Bank of Scotland | Banco Santander               |

- 5.3 Building Societies

The Council may invest in the top 10 Building Societies, which are listed below, according to asset size.

|                        |                  |
|------------------------|------------------|
| Coventry               | Leeds & Holbeck  |
| Newcastle              | Nationwide       |
| Norwich & Peterborough | Nottingham       |
| Principality           | Stroud & Swindon |
| West Bromwich          | Yorkshire        |

- 5.4 Other Local Authorities

The Council may invest temporarily with all other local authorities. The maximum each one may borrow is £250,000 for up to 384 days.

- 5.5 Accidental Breach of Limits

The Council will operate “daylight exposure”. This is a technique that ensures that in no circumstances can limits be exceeded. Normally, in calculating the amount of investment, the Finance Manager is entitled to assume that a sum due back from an organisation will be received on the due date before making a further investment with that organisation. If for some technical reason the repayment does not arrive in the Council’s bank account it is possible that, after a new investment is made with the same organisation, limits will be exceeded.

- 5.6 In addition, transfers between the Council’s current and deposit accounts shall be permitted up to a maximum of £100,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month)

**6. POLICY ON DELEGATION**

- 6.1 The RFO is authorised by the Council to exercise the investment and borrowing powers of the Council in accordance with Council Policy, The Chartered Institute of Public Finance and Accountancy's (CIPFA) Standard of Professional Practice on Treasury Management, and professional codes of practice.
- 6.2 The RFO may delegate the operations of Treasury Management to the Deputy Town Clerk and the Finance Officer in connection with the approved activities of Treasury Management.
- 6.3 Any changes to delegated powers will be approved by Policy and Finance Committee..

**7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS**

- 7.1 The Finance Manager will report to the Policy and Finance Committee on Treasury Management as follows: -
  - FEBRUARY - for the strategy and borrowing limits report for the next financial year.
  - MAY - for the annual report for the previous year.

Adopted on 29<sup>th</sup> September 2010