



INVESTMENT PLANNING POLICY

Policy number	9	Version	1
Drafted by	<<Mark Dowling >>	Approved by	July 2021
Responsible person	<<Mark Collier>>	Committee on	
		Scheduled review date	July 2022

INTRODUCTION

The Committee of Southside Beekeepers Club 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 Southside Beekeepers Club's Investment Plan forms an important part of fulfilling this responsibility.

PURPOSE

This policy is designed to:

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

POLICY

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

The purpose of Southside Beekeepers Club'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 Southside Beekeepers Club's operating account and thus become part of the annual operating budget.

The Investment Plan should be designed to ensure that:

- Southside Beekeepers Club's funds are utilised to achieve a balanced operating budget.
- Southside Beekeepers Club creates capital growth and generates income.
- There will be access to cash to cover current liabilities.

- Southside BeeKeepers Club will have access to cash for establishing new projects.
- Southside BeeKeepers Club will have access to cash for unforeseen expenses.

Southside Beekeepers Club's Investment Plan must conform with 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.
- Southside BeeKeepers Club will only invest with reputable, established, proven, financial institutions.

AUTHORISATION

<Signature of Committee President >

<Date of approval by the Committee>

< Southside Beekeepers Club >



INVESTMENT PLANNING PROCEDURES

Procedures number	<<insert number>>	Version	<<insert number>>
Drafted by	<< Mark Dowling >>	Approved by CEO on	<<insert date>>
Responsible person	<< Mark Collier>>	Scheduled review date	<<insert date>>

RESPONSIBILITIES

The Treasurer, in consultation with the Committee, is responsible for recommending an Investment Plan portfolio for consideration by the Committee in the context of the annual Business Plan.

PROCEDURES

- The Treasurer and Committee 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 with the principles laid out in the Southside Beekeepers Club Investment Policy.
- Southside Beekeepers Club will retain an independent investment consultant to provide advice about investment opportunities and maintain a portfolio of investments.
- Southside Beekeepers Club's Treasurer and Committee Secretary and President 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 Committee.
- The Treasurer and Committee Secretary and President will receive information about and keep track of the progress of all investments, and report on the progress of the investments to the Committee.
- The Investment Plan will be reviewed every 6 months as part of the strategic planning for the Business Plan.

RELATED DOCUMENTS

- [Budget Planning Policy](#)
- Southside BeeKeepers Club Business Plan

AUTHORISATION

Date of approval by the Committee

<Signature of President >

<Name of President>

<Date>