#### **BC Non-Profit Housing Association**

POLICY: Investment Policy Statement

TYPE: Financial

APPROVAL: Board of Directors

DATE REVISED: July 9, 2015

APPROVED:

#### Section I - Introduction

- 1.1 This statement of investment policy (the "Policy Statement") applies to the assets (the "Fund") accumulated by B.C. Non-Profit Housing Association ("Association") for the purpose of maintaining and preserving its ongoing business operations and financial contingencies.
- 1.2 The purpose of this Policy is to establish investment principles and guidelines appropriate for the purposes for which the Fund is maintained.
- 1.3 Any external investment manager (the "Manager") or other agent or advisor providing investment services for the Fund shall accept and adhere to this Policy.

#### Section II - Administration

- 2.1 The Board has delegated responsibility for the Fund management to the Finance Committee. The Finance Committee has the following responsibilities:
  - (a) Developing investment policy and amendments.
  - (b) Establishing investment management structure and selecting investment programs or managers.
  - (c) Monitoring investment results.
- 2.2 The activities of the Finance Committee will be reported to the Board by the Treasurer.
- 2.3 All investment decisions must consider BCNPHA's ownership position in Encasa Financial Inc. Notably, in addition to investment income, Encasa investments return revenue to BCNPHA through an additional fee arrangement, through equity dividends, and through increased value of the asset.

#### Section III - Fund Overview

- 3.1 It is the Association's responsibility to ensure that sufficient financial resources exist to properly service and maintain its ongoing business operations and financial contingencies.
- A A The Annual Market Control of the Control of the

# **Sample Policy And Procedure Manual For Non Profit**

**Thomas Griffiths** 

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Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan, 2008-03-28 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization's activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the Fourth Edition of this invaluable tool is useful as a quide to nonprofit accountants financial managers and executives new to the area of financial management Addressing the accounting internal control and office administration issues that confront executives in nonprofit organizations this book Helps professionals develop formal policies in accounting and finance Shows how to strengthen an organization s financial procedures while assuring board members that they are meeting fiduciary responsibilities Provides more than 200 sample policies and forms both in the book and on the accompanying Web site offering downloadable and customizable versions of those forms Covers major topics including accounting and financial policies office administration policies and internal control and risk reduction policies Contains dozens of new model accounting and financial policies and forms covering Sarbanes Oxley issues codes of ethics identity theft fraud binding arbitrations compensation committees new bank rules fiduciary obligations of board members and many more topics Model Policies and Procedures for Not for Profit Organizations Fourth Edition offers provocative strategies for financial management and serves as a road map to sound fiscal and organizational structure for nonprofit organizations The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated guestions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human

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