## Investment Procedure Template

**1. Purpose**

To outline the steps for managing and monitoring [ORGANIZATION NAME]’s investments in compliance with the organization’s investment policy.

**2. Procedure**

**Step 1: Advisor Selection**

* Issue a Request for Proposals (RFP) to identify qualified investment advisors.
* Evaluate advisors based on expertise, ethical alignment, and cost-effectiveness.
* Finalize selection with approval from the finance committee.

**Step 2: Strategy Development**

* Collaborate with the finance committee and investment advisor to establish:
	+ Asset allocation targets.
	+ Risk tolerance parameters.
	+ Liquidity requirements.
* Document the agreed-upon strategy for board approval.

**Step 3: Fund Allocation**

* Transfer funds to the investment advisor’s custody.
* Ensure all transactions are documented and approved by authorized personnel.

**Step 4: Performance Monitoring**

* Investment advisor provides detailed quarterly performance reports.
* Finance committee reviews reports, focusing on compliance with the policy, market performance, and portfolio alignment.

**Step 5: Rebalancing**

* Evaluate portfolio allocations quarterly to identify deviations from targets.
* Execute rebalancing strategies to maintain compliance with allocation guidelines.

**Step 6: Reporting and Compliance**

* Finance committee presents an annual investment report to the board, including:
	+ Portfolio performance.
	+ Compliance with ethical guidelines.
	+ Recommendations for adjustments.

**Step 7: Annual Review**

* Finance committee conducts an annual review of the investment strategy to:
	+ Align with changes in organizational priorities or market conditions.
	+ Update allocation targets and risk parameters as needed.

**3. Record Keeping**

Maintain records of:

* Advisor agreements and selection processes.
* Quarterly and annual performance reports.
* Board and finance committee approvals.

**4. Review and Revision**

This procedure will be reviewed annually alongside the investment policy to ensure continued effectiveness.