

**Atikokan Literacy Incorporated**  
**ADULT LEARNING CENTRE**  
**Finance**  
**Policy/Procedure**

**Investment**

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: April 3, 2013 (O)

DISTRIBUTION:

**Policy**

The Board of Directors will ensure that the investments held by Atikokan Literacy Incorporated (ALI) are secure investments and are monitored on a regular basis.

**Procedure**

1. All investments will be under the control of the Board of Directors who will approve the purchase and sale of securities
2. Investment income earned will be subject to the same financial controls as all other ALI funds
3. ALI investments will be guaranteed investments, short-term (less than one year), liquid, and fully ensured by the Canada Deposit Insurance Corporation
4. Two signing officers are required to set-up or redeem ALI investments
5. The Executive Director must review the investment regularly and arrange for investments to be redeemed into general revenues as needed, so that ALI's operating costs may be met
6. ALI's reserve fund can be invested for a one-year term, once our annual core grant allocation is known