



STANDARD OPERATING PROCEDURE

ICAR Investment Policy Statement (IPS)

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PURPOSE

PURPOSE OF INVESTMENT POLICY STATEMENT (IPS)

The purpose of this Investment Policy is to provide a clear statement of ICAR's investment Objective and to define the permissible investments types.

SCOPE

ICAR Board, ICAR CE, ICAR Finance Sub-Committee, ICAR Admin Staff.

TERMS & DEFINITIONS

FSC – ICAR Board's Financial Sub-Committee

RESPONSIBILITIES

Admin - to assist CE to provide the financial reports, information for Investment decisions
CE – to provide the financial reports, information, recommend investments strategy to FSC
FSC – implement this SOP, ratify the investment strategy, submit it to the ICAR Board
ICAR Board – to review and endorse the Investment as proposed by the FSC

PROCEDURE

INVESTMENT POLICY OF THE INTERNATIONAL COMMITTEE FOR ANIMAL RECORDING (ICAR)



1. INVESTMENT OBJECTIVE

The overall investment is to maximize the return on investment operating within a LOW risk strategy.

- 1.1. Capital must be guaranteed
- 1.2. Investment durations shall be managed in such a fashion as to ensure compliance with Reserve fund requirements. (Ref SOP 02_ADM-0008 Reserve Policy)

2. GENERAL PROVISIONS

- 2.1. All transactions shall be for the sole benefit of ICAR.
- 2.2. Staff shall ensure that all investments are in compliance with applicable state, federal and local laws and regulations.
- 2.3. No more than 25% of total investments shall be held in a single debt instrument or eligible fund.
- 2.4. The Financial Sub-Committee (FSC) of the ICAR Board shall review the investment policy annually with approval being a Board matter.
- 2.6. Permitted investments must be LOW risk and limited to debt instruments such as; Government Bonds or Treasury Securities, Savings Bonds, Certificate of Deposit.... Money market and bond funds that meet the minimum risk criteria shall also be eligible.
- 2.7. The following investments are prohibited: equities, non-negotiable securities, derivatives, high risk or junk bonds, private placements, or any other investment that does not meet the permitted criteria above.
- 2.8. The FSC shall conduct an annual review of the investment assets to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit (if any) of the financial statements.
- 2.9. Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the FSC and ICAR Board.

Commentato [MB1]: Board approval required here

3 PERFORMANCE

- 3.1. Investment performance shall be measured against the following benchmarks:
Bonds & Equivalents: G7 Gov't Bond Index
Money Market Equivalents: the Central European Bank 3 year rates
- 3.2. Performance objectives are to be met on a net of fees basis and shall be measured no less than annually with approval being a Board matter.

Commentato [MB2]: Board approval required here



4 REPORTING

A summary of the current investments shall be provided as part of the quarterly financial statements and be submitted to the Board for approval. Such a summary shall include appropriate details of the investment including the debt holder, duration and yield to maturity (where available).

Commentato [MB3]: Board approval required here

REFERENCE DOCUMENTS

[02_ADM_0008](#) ICAR Reserve Policy

GROUP-OF-SEVEN (G7) GOVERNMENT BOND INDEX

The G7 Government Bond Index includes Canada, France, Germany, Italy, Japan, the United Kingdom, and the United States. This index covers approximately 85% of the market value of the WGBI (as of January 2017).