

Public Funds Investment Act Compliance Checklist (Texas Counties)

The following questionnaire should be used as a limited guide to evaluating the requirements of the Public Funds Investment Act (Chapter 2256, Government Code). This checklist does not imply that an Investment Policy or Investment Program is in compliance with the PFIA. Each entity should review its own investment program with its attorneys and auditors to determine its compliance with the Act.

[Section 2256.005(a)(b)] - Policy items		
Does entity have a written investment policy approved by your governing body?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Do the policies specifically identify a list of public funds in its custody (See CAFR) which it has authority to invest individually or combined? Section 2256.002(3)(B) and 2256.002(9)	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the policy list the authorized investments for the investment of the entity's funds?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the policy state the maximum stated maturity of any individual investment and, for pooled fund groups, the maximum dollar-weighted average maturity?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the policy include procedures to monitor the market price or rating changes of investments and the requirement that all transactions, excluding investment pools and mutual funds, be settled on a delivery versus payment basis?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(c) and Section 2256.015(c)(2)] – Bidding		
Has the entity adopted a requirement that bids for certificates of Deposit (statutory MAY) must be solicited? (bidding optional unless policy indicates SHALL)	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the entity prior to purchasing bonds receive bids from at least three separate providers (SHALL) with no material financial interest in the bonds from which proceeds were received	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(d)] - Strategy Items		
Has the entity adopted a written investment strategy for each fund or group of funds under its control?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the strategy describe the objectives for the fund using the priorities of suitability, preservation and safety of principal, liquidity, marketability, diversification, and yield in that order?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(e)] - Policy & Strategy Review		
Does the entity review the investment policy and investment strategy at least annually?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the entity adopt a written instrument stating that it has reviewed the policy and strategy?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(f-i)] - Investment Officers		
Has the entity designated one or more officers or employees as Investment Officers?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the entity require its Investment Officer to disclose personal business relationships with a business organization offering to sell investments to the organization and have forms been completed?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the entity require its Investment Officer to disclose whether he/she is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the entity?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(k-l)] - External Business Policy Certification		
Has a written copy of the investment policy been presented to every business organization offering to engage in an investment transaction with the entity, including investment pools, banks, and investment management firms?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has a written instrument from each business organization been received acknowledging that the investment policy has been received and reviewed and that procedures and controls have been implemented to preclude unauthorized transactions?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has a qualified representative as defined in Section 2256.002(10) of each business organization signed the written instrument?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.005(m-n)] – Compliance Audit		
Is a compliance audit of management controls on investments and adherence to the entity's established investment policies performed in conjunction with the annual financial audit?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>

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[Section 2256.008] - Investment Officer Training		
Have the applicable training requirements been met by the Investment Officer and each employee involved in the investment process?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has each investment officer attended a training session at least once every two years and received training from an independent source approved by the governing body?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has the investment officer presented a report to the governing body on changes to the Public Funds Investment Act, if any, within six months after the end of each regular legislative session?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has the treasurer, the chief financial officer, and the investment officer attended at least one training session containing at least 10 hours of instruction within 12 months after taking office or assuming duties?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has each official attended a training session at least once every two years and received at least 10 hours of instruction from an independent source approved by the governing body or a designated investment committee?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Has an independent source of investment training been approved by the governing body or a designated investment committee?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Investment Type	Restrictions/Qualifications	
Obligations Issued, Guaranteed, or Insured by the U.S. or its Agencies and Instrumentalities, including letters of credit <i>[Section 2256.009(a)(1)(4)]</i>	None	
Obligations Issued, Guaranteed, or Insured by the State of Texas or its Agencies and Instrumentalities <i>[Section 2256.009(a)(2)(4)]</i>	None	
Collateralized Mortgage Obligations <i>[Section 2256.009(a)(3) and (b)(1-4)]*</i>	10 yr. or less stated final maturity date	
	Cannot be either an Interest-Only or Principal-Only CMO	
	Cannot be an inverse floater	
Obligations of States (other than Texas), Agencies, Counties, Cities and Other Political Subdivisions <i>[Section 2256.009(a)(5)]</i>	Rated not less than A or its equivalent by at least one nationally recognized investment rating firm	
State of Israel Bonds <i>[Section 2256.009(a)(6)]</i>	None	
Certificates of Deposit <i>(Section 2256.010)</i>	Issued by a depository institution that has its main office or a branch office in Texas. Must be guaranteed or insured by FDIC or National Credit Union Share Insurance Fund and secured as described in the PFIA or other applicable law.	
	Issued by one or more federally insured depository institutions, wherever located, provided that the funds are invested through a depository institution that has its main office or branch office in Texas and that the full amount of the principal and accrued interest of each certificate of deposit is insured by the U.S. or an instrumentality of the U.S. The depository institution through which the entity's funds are invested shall receive an amount of deposits from customers of other federally insured depository institutions that is equal to or greater than the amount of funds invested.	
Repurchase Agreements <i>(Section 2256.011)</i>	Must be fully collateralized as described in the PFIA	
	Must have a defined termination date	

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Repurchase Agreements (<i>Section 2256.011</i>)-Continued	Securities purchased must be pledged to the entity, held in the entity's name, and deposited with the entity or with a third party selected and approved by the entity
	Placed through a primary dealer or a financial institution doing business in Texas
	Reverse agreements must not exceed 90 days; securities held as collateral must not mature later than the agreement's expiration date
Securities Lending Program (<i>Section 2256.0115</i>)	Must be collateralized at not less than 100%, including accrued income
	Loans may be terminated at any time
	Loans must be secured as described in the PFIA
	Securities held as collateral must be pledged to the entity, held in the entity's name and deposited with the entity or with a third party selected and approved by the entity
	Placed through a primary dealer or a financial institution doing business in Texas
	Securities lending agreement may not have a term greater than one year
Bankers' Acceptances (<i>Section 2256.012</i>)	270 day or less stated maturity from date of issuance
	Accepted by a bank rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized rating agency
Commercial Paper (<i>Section 2256.013</i>)	270 day or less stated maturity from date of issuance
	Rated not less than A-1 or P-1 or an equivalent by at least two nationally recognized rating agencies, or ;
	Rated not less than A-1 or P-1 or an equivalent by one nationally recognized rating agency plus fully secured by an irrevocable letter of credit issued by a domestic bank
No-Load Money Market Mutual Fund [<i>Section 2256.014 (a) and (c)</i>]	Registered with and regulated by the Securities and Exchange Commission
	Provide a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940
	Must have a dollar-weighted average stated maturity of 90 days or less
	Must include in its objectives maintenance of a stable net asset value of \$1 per share
	Investing entity may not own more than 10% of the fund's total assets
Mutual Fund [<i>Section 2256.014 (b) and (c)</i>]	Registered with the Securities and Exchange Commission
	Must have an average weighted maturity of less than two years
	Can only invest in obligations approved by the Act
	Rated not less than AAA or its equivalent by at least one nationally recognized investment rating firm

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Mutual Fund [Section 2256.014 (b) and (c)]-Continued	Comply with information and reporting requirements for investment pools as described in the Act
	Amount limited to 15% of investing entity's monthly average fund balance, excluding bond proceeds, reserves, and debt service funds.
	Ineligible for investment of bond proceeds, reserves, and debt service funds
	Investing entity may not own more than 10% of the fund's total assets
Guaranteed Investment Contracts (Section 2256.015)	Authorized for bond proceeds investment only
	Must have a defined termination date
	Must be secured by U.S. Government direct or agency obligations approved by the Act in an amount equal to the bond proceeds
	Security must be pledged to the entity and deposited with the entity or a third party
	Term must be limited to five years from the date of bond issuance, excluding reserves and debt service funds
	Must comply with terms and conditions concerning eligibility as an authorized investment as specified in Section 2256.015(c) of the Act
	Must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received as specified in Section 2256.015(c)(2) of the Act
Investment Pools [Section 2256.016]	Governing body must authorize investment in pool
	Can only invest in obligations approved by the Act
	Provide an offering circular containing information required by the Act
	Provide investment transaction confirmations
	Provide a monthly report containing information required by the Act
	Pool created to function as a money market mutual fund must mark its portfolio to market daily and stabilize at a \$1 net asset value.
	Must have an advisory board as specified by the Act
	Rated not less than AAA or an equivalent rating by at least one nationally recognized rating service.
[Section 2256.023] - Investment Reports	
Is the investment report prepared jointly by all investment officer(s), investment employees and submitted to the governing body at least quarterly?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Do the reports contain the information required by the Act?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Does the report describe in detail the investment position of the entity on the date of the report?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Does the report include a summary statement of each pooled fund group that states the beginning market value, additions and changes, ending market value, and accrued interest?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Does the report include book and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Does the report include the maturity date of each invested asset?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>
Does the report reflect the account or fund in the local government for which each investment was acquired?	Present <input type="checkbox"/> <input type="checkbox"/> Not Present <input type="checkbox"/>

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[Section 2256.023] - Investment Reports-Continued		
Does the report include a statement on the compliance of the investment portfolio of the local government as it relates to the investment policy strategy and PFIA?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Do all investment officers and all employee(s) involved in the investment process sign the reports?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
It the report presented to the governing body within a reasonable time after the end of the period?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Do the reports include a statement of compliance of the investment portfolio with the Act and the investment strategy?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does an independent auditor review the reports at least annually if your investments include obligations other than money market mutual funds, investment pools, or depository bank investment accounts and is it reported to the governing body by the auditor?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.003(b)] - Investment Management Firm		
If the entity has contracted with an investment management firm to provide for the investment and management of its public funds or other funds under its control, is the investment management firm registered either under the Investment Advisers Act of 1940 or with the State Securities Board?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Is the contract with the investment management firm limited to a maximum term of two years with renewal or extension subject to approval of the governing body by order, ordinance, or resolution?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
[Section 2256.025] - Qualified Brokers List		
Has the governing body or designated investment committee adopted a list of qualified brokers?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>
Does the governing body or designated investment committee review, revise, and approve the list at least annually?	Present <input type="checkbox"/>	Not Present <input type="checkbox"/>