



Investment policy

## 1. General policy

- 1.1 The trustees of The Big Story Trust are responsible for the safeguarding of the charity's assets including all financial investments and other financial assets.
- 1.2 Any investment undertaken by The Big Story Trust is taken in pursuit of our charitable aims and the trustees understand the purpose for which it is undertaken.
- 1.3 Our policy is:
  - To act within the charity's power to invest as set out in its governing documents;
  - To fully understand and consider investment risks before any investment decision is reached;
  - To make investment decisions in accordance with the charity's reserves policy;
  - To employ the services of professional investment advisors to provide guidance and advice where considered necessary;
  - To adopt an ethical approach to all investments;
  - To ensure that sufficient liquid assets (cash and current bank accounts) is available to meet operational requirements;
  - To ensure that all investment decisions are properly reached by the trustees and properly recorded in the minutes.
- 1.4 Any investment decisions must be taken in the best interests of the church/charity within the context of its charitable purpose, recognising that there is always a balance between investment risk and financial return.
- 1.5 The Big Story Trust has assessed its overall investment risk profile (see section 3) using recognised criteria. Specific risks are identified, assessed and managed in accordance with the charity's risk management policy.
- 1.6 Although the overall responsibility of this policy and all investments rests with the trustees, the day-to-day operational procedures and investment decisions have been delegated to the Director.
- 1.7 In arriving at this policy, the trustees have taken account of the Charity Commission guidance set out in CC14 – "Charities and investment matters: a guide for trustees".
- 1.8 All trustees have been advised to read the guidance provided by the Charity Commission referred to in 1.7.

## 2. Reserves

- 2.1 In accordance with Charity Commission recommendations and after taking into account the charity's financial circumstances and other relevant factors, the trustees have agreed a reserves policy.
- 2.2 An amount of financial assets equal to the level of agreed reserves will be held in liquid (or near liquid) form consisting of:

- Petty cash in accordance with internal finance procedures;
- Instant access bank/institutional account deposits;
- Bank/institutional account time deposits.

2.3 Financial assets in excess of agreed reserves will generally be held in liquid (or near liquid form) but may be otherwise invested in accordance with the charity's risk profile and in line with this policy (see section 4).

### **3. Investment risk profile**

3.1 Prior to the charity making an investment, the trustees will establish an investment risk profile considering the following factors:

- Risk tolerance;
- Requirement for risk;
- Capacity for loss;
- Time scale.

3.2 The investment profile will be reviewed annually or more frequently in the following circumstances:

- Significant changes in the financial climate;
- Significant changes in the circumstances of the charity;
- Additional funds in excess of £25,000 becoming available for investment.

### **4. Liquid assets and time deposits**

4.1 Where financial assets are deposited with banks or other organisations, an assessment of the associated risks will be considered including:

- The credit rating of the bank or other institution;
- The currency in which the deposit is held and the associated exchange risk that poses;
- Whether the bank or other institution is included in the financial services compensation scheme (FSCS).

4.2 Where a bank or other institution is used which is not part of the FSCS, this decision and the reasons supporting it should be recorded in the minutes of the trustees meeting.

4.3 Where banks/institutions<sup>1</sup> are covered by financial services compensation scheme (FSCS), deposits will generally be limited to the schemes cap of £75,000 (from 1 January 2016). This limit will only be exceeded after the risks have been properly considered and with the express

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<sup>1</sup> For this purpose a banking group will be considered as any bank or group of banks that is authorised by the Prudential Regulation Authority (PRA) and has its own PRA number. Banks that form part of a group may not have their own PRA number and therefore deposits will be amalgamated with other banks and financial institutions sharing that number and having a single limit of £75,000 (from 1 January 2016).

agreement of the trustees. Any decision to exceed this limit, together with the reasons for it, must be formally recorded in the minutes of the trustees meetings.

4.4 Time deposits will generally be for periods of up to 3 months and will not exceed periods of 12 years. All time deposit decisions will be considered and reviewed by the trustees on a periodic basis.

## 5. Other investments

5.1 Other investments will only be considered after the trustees have concluded that the charity has sufficient liquid funds to meet its ongoing operational commitments and at a level that at least equals its agreed reserves.

5.2 Other investments can only be undertaken once the trustees are satisfied that they understand and have properly considered the associated risks. Generally this will involve obtaining guidance and advice from external investment managers. Such advice must be sought for investments in excess of £50,000.

5.3 Investments will be undertaken in accordance with the charity's investment risk profile as agreed by the trustees.

5.4 An appropriate ethical approach will be followed in all investments. The approach used will be agreed between the trustees and the external asset manager. Delete if no asset manager engaged.

5.5 Investment performance will be reviewed annually by the trustees with any investment decision changes made in accordance with this policy.

## 6. Adoption of this policy

6.1 The trustees of The Big Story Trust formally accepted this policy on 27<sup>th</sup> April 2017.