



**TOMBALL**

INDEPENDENT SCHOOL DISTRICT

2018-2019

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**ANNUAL  
INVESTMENT  
REPORT**

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Investments  
& Investment  
Activities



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## References:

- TexPool Information Statement and Investment Policy
- Texas Gov't. Code Chapter 2256 – Public Funds Investment Act
- Board Policy CDA (Legal)
- Board Policy CDA (Local)

# Introduction

The Board of Trustees of Tomball ISD requires that a comprehensive report on the investment program and investment activity be presented annually. The annual report shall include a performance evaluation that may include, but is not limited to, comparisons to the



91-day U.S. Treasury Bills, six-month U.S. Treasury Bills, the Fed Funds Rate, and rates from investment pools. The annual report shall also include a review of the activities and total yield for the preceding

12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.

This report has been prepared in compliance with the Tomball ISD annual reporting requirements for investments. The report is also designed to provide an overview of the deliberative process regarding investments by the designated district investment officers; the Superintendent, Chief Financial Officer, and Director of Risk Management and Employee Benefits.

## Legal Requirements for Investments

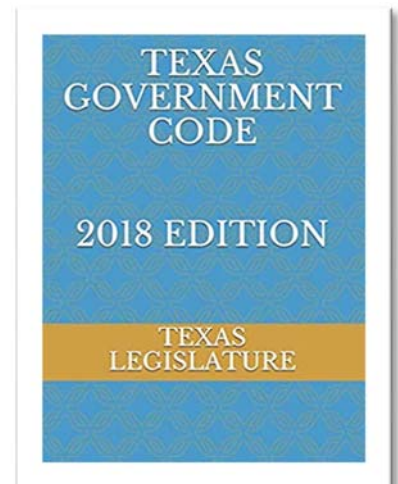
State and federal laws establish rules within which all school districts are expected to operate when investing public funds. The Public Funds Investment Act (PFIA), codified in Chapter 2256 of the Texas Government Code, provides investment guidelines for the majority of political subdivisions in the state, including school districts.

The PFIA was first passed in 1987. It was significantly

rewritten in 1995 in response to the Texas State Auditor reports on investment losses at Texas institutions and in review of investment problems in Texas counties and elsewhere. In 1997 amendments further clarified the intent of the 1995 requirements. Additional amendments have since been passed by the Texas Legislature, primarily clarifying and improving public funds investment options.

The PFIA is merely part of the whole, not inclusive of all investment requirements. Public funds investors must understand and comply with all applicable investment requirements, such as for bond proceeds in compliance with Chapter 45 of the Texas Education Code, collateral for public funds as stipulated in Chapter 2257 of the Texas Government Code, and the Governmental Accounting Standards Board (GASB). There may also be additional

requirements for investments in local policies and procedures outlined in Board Policy CDA (Local), which district investment officers must incorporate into their overall investment program and strategies.



The full text of Chapter 2256 of the Texas Government Code (commonly referred to as the Public Funds Investment Act) can be found at <http://www.statutes.legis.state.tx.us/>, and Board Policy CDA (Legal) and Board Policy CDA (Local) can be accessed from the District website. If local policies are more lenient they are superseded by state and federal laws, but local policies may be more restrictive. The investment policy for Tomball ISD is more restrictive than state or federal law, and the designated investment officers of the district must comply with these more restrictive regulations.

## Required Annual Action by the Board of Trustees

Chapter 2256 of the Texas Government Code requires the Board of Trustees take action on three investment related issues annually. Those are:

1. In accordance with Section 2256.005(e) the Board of Trustees shall review the district's investment policy and investment strategies not less than annually. Following the annual review the Board must adopt a *written resolution* stating that it has reviewed the investment policy and strategies, and that the resolution as adopted records any changes made to either the investment policy or strategies.
2. In accordance with Section 2256.008(a-1) the Board of Trustees must approve of an independent source, or sources, for *investment training* required to be provided to the district's designated investment officers. And,
3. In accordance with Section 2256.025 the Board of Trustees shall annually review, revise and adopt a *list of qualified brokers* authorized to engage in investment transactions with the district.

This report contains the resolutions and recommendations the Board of Trustees must take action on annually. The first is titled *Resolution Stating Review of Investment Policies and Strategies and Designation of Investment Officers for the Tomball Independent School District*, the next is titled *Resolution Approving Investment Training Providers*, and the final action item is to approve the *Recommended Broker/Dealers List*. Each requires separate board action to be recorded in the minutes of the Board meeting.

## Standards of Care & Investment Strategies

Section 2256.006 of the Texas Government Code and Board Policy state, "Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:

1. preservation and safety of principal;
2. liquidity, and
3. yield."

Board Policy CDA (Local) further states, "The primary goal of the investment program is to ensure safety of principal and to maximize financial returns within current market conditions ... Investments shall be made in a manner that ensures the preservation of capital ... No individual transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio."



# Authorized Investments

Chapter 2256 of the Texas Government Code specifically sets guidelines for the types of investments authorized for purchase by governmental entities in the state. Board Policy CDA (Legal) follows these guidelines for authorized investments for school districts and list eleven types of investments that are

acceptable for school districts. For further information on the state authorized investments for school districts refer to this policy.



Board Policy CDA (Local) sets policy for Tomball ISD that places further limits on investments for the district. The Board of Trustees of Tomball ISD limits investments to:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Gov. Code 2256.010.
3. Fully collateralized repurchase agreements as permitted by Gov. Code 2256.011.
4. A securities lending program as permitted by Gov. Code 2256.0115.
5. Banker's acceptances as permitted by Gov. Code 2256.012.
6. Commercial paper as permitted by Gov. Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Gov. Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements of Gov. Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

# Types of Investment Risks

All investments involve risks. There is a risk of losing money, but there is also a risk of not earning all that could. A balance must be established between the high rate of return with riskier investments and the risk of

earning less than possible.

This balance is

basically

seeking to achieve a *market rate of return*, a general term referring to the approximate interest rate that could be earned in a specific maturity range at any given point in time. Districts should work to achieve a targeted market rate of return, and if a higher return than the targeted rate is pursued, then make certain everyone understands the risks involved. The primary investment risks for public entities are:



**Credit Risk:** The risk that the issuer of a security will not be able to pay interest or principal on a timely basis. Texas Government Code Chapter 2256, CDA(Legal) and CDA(Local) have minimized credit risk with the list of authorized investment types.

**Liquidity Risk:** The risk that the investment cannot be sold and that cash cannot be obtained when needed.

**Collateral Risk:** The risk there will be insufficient collateral to fully compensate the district if the institution fails and cannot convert the investment to cash as agreed.

**Market Risk:** The risk that the price of the security could change and create an unrealized or realized loss.



**Volatility Risk:** The risk that a security will rise or fall sharply in price within a short-term time period.

**Opportunity Cost Risk:** Opportunity cost is the difference between a current investment return and an alternative investment offering a higher return.

**Diversification Risk:** The risk that the types of investments do not spread the maturity, liquidity, credit and market risks sufficiently enough to minimize fluctuations in the overall portfolio value and income. There are three major categories of diversification risks: diversification by maturity, diversification by issuer, and diversification by type.

The designated investment officers for the district should thoroughly understand the risks associated with the different types of authorized investments. Different investment instruments have differing inherent risks in reaction to changing market conditions. Each investment should be carefully considered based on the risk tolerance of the district and the prevailing market conditions. All risk factors must be considered by investment officers each time an investment is made.

## Use of Benchmarks to Assess Strategies for 2018-2019

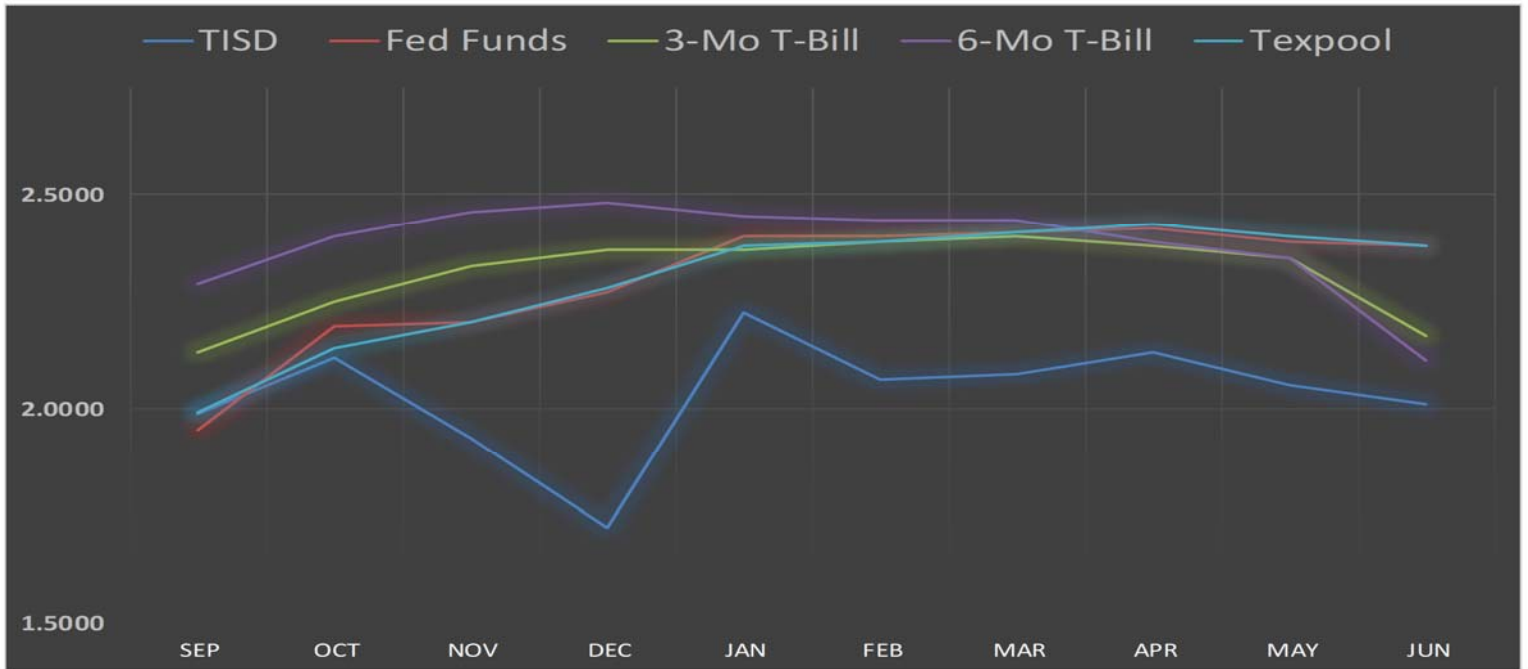
An investment benchmark is an important part of a well-constructed investment strategy. The annual investment report focuses on certain benchmarks for comparison. The annual report highlights the return on district investments as compared to the 91-day U.S. Treasury Bills, Six-Month U.S. Treasury Bills, the Fed Funds Rate, and rates from investment pools.

The use of these benchmarks is appropriate for the risk

tolerance of the district, and for the type of investments the district allows. The table below shows the performance of district investments compared to these benchmarks:



| 2018-2019 | TISD   | Fed Funds | 3-Mo T-Bill | 6-Mo T-Bill | TexPool |
|-----------|--------|-----------|-------------|-------------|---------|
| SEP       | 1.9863 | 1.95      | 2.13        | 2.29        | 1.99    |
| OCT       | 2.1175 | 2.19      | 2.25        | 2.40        | 2.14    |
| NOV       | 1.9287 | 2.20      | 2.33        | 2.46        | 2.20    |
| DEC       | 1.7192 | 2.27      | 2.37        | 2.48        | 2.28    |
| JAN       | 2.2219 | 2.40      | 2.37        | 2.45        | 2.38    |
| FEB       | 2.0671 | 2.40      | 2.39        | 2.44        | 2.39    |
| MAR       | 2.0805 | 2.41      | 2.40        | 2.44        | 2.41    |
| APR       | 2.1310 | 2.42      | 2.38        | 2.39        | 2.43    |
| MAY       | 2.0541 | 2.39      | 2.35        | 2.35        | 2.40    |
| JUN       | 2.0089 | 2.38      | 2.17        | 2.11        | 2.38    |
| Average   | 2.0315 | 2.3000    | 2.3100      | 2.381       | 2.3000  |



## Review of Investment Portfolio & Strategies for 2018-2019

Investment earnings from September 2018 through June 2019 yielded the best returns since 2008-2009. The Fed continued moving toward a normalization of fed interest rates of between 2% and 5% there were increases of 25 basis points in December 2016, March 2017, June 2017, Dec 2017, March 2018, June 2018, September 2018, and December 2018 to bring the rate to 2.50%. The General Fund saw yield increases of 126% above the prior year, and investments overall were up 150% over the prior year.

The benchmark targeted for the year as a comparison was the Fed Funds average monthly rate. This

benchmark was chosen in anticipation of the Federal Reserve Board raising the fed funds effective rate and our portfolio with shortened weighted average maturity in holdings would exceed that rate. The District had an average annual earnings rate of 2.0315%. The District had realized and unrealized interest income in all funds totaling \$5,022,051 from September 1, 2018 through June 30, 2019. Interest income by fund was as follows:



|                               | <b>2018-2019</b>    | <b>2017-2018</b>    | <b>2016-2017</b>    | <b>2015-2016</b>  |
|-------------------------------|---------------------|---------------------|---------------------|-------------------|
| <b>General Fund</b>           | 1,641,756           | 1,307,090           | \$ 755,983          | \$ 331,754        |
| <b>Food Service</b>           | 0                   | 18                  | 324                 | 349               |
| <b>Campus Activity</b>        | 0                   | 0                   | 0.0                 | 87                |
| <b>Debt Service</b>           | 257,256             | 194,408             | 259,391             | 26,880            |
| <b>Capital Projects</b>       | 3,054,647           | 1,784,945           | 199,781             | 113,361           |
| <b>Workers' Comp</b>          | 57,264              | 42,567              | 18,751              | 7,813             |
| <b>Scholarship Foundation</b> | 11,132              | 8,781               | 4,700               | 1,993             |
| <b>TOTAL</b>                  | <b>\$ 5,022,051</b> | <b>\$ 3,337,809</b> | <b>\$ 1,238,930</b> | <b>\$ 482,237</b> |

By policy the District maintains a conservative investment strategy focused solely on the safety of principal. The approach to investing under current conditions has been to:

- Not purchase any agency securities until fed fund rate increases stop or stabilize.
- Closely monitor the collateral pledged for CDs greater than \$250,000 by requiring our 3<sup>rd</sup> party custodian provide more frequent reports on 'market values' of pledged securities, in particular agency securities.
- Continue to closely examine TexPool and its current investment portfolio by reviewing how much, and in what, they were investing.
- Stay focused on the fundamentals of governmental investing with the primary concern

being the **safety of principal**, followed by the provision of liquidity and not investment speculation for higher interest rate returns.



## Portfolio Composition

The District's General Fund portfolio by month was as follows for 2018-2019:

### *Funds in Thousands*

|            | CASH   |        | BANK CD's |       | INVESTMENT POOLS |        | TOTAL          |
|------------|--------|--------|-----------|-------|------------------|--------|----------------|
| <b>SEP</b> | 2,971  | 4.85%  | 3,100     | 5.07% | 55,131           | 90.08% | <b>61,202</b>  |
| <b>OCT</b> | 6,118  | 9.80%  | -         | -     | 56,307           | 90.20% | <b>62,425</b>  |
| <b>NOV</b> | 11,915 | 23.06% | -         | -     | 39,744           | 76.94% | <b>51,659</b>  |
| <b>DEC</b> | 37,173 | 38.08% | -         | -     | 60,452           | 61.92% | <b>97,625</b>  |
| <b>JAN</b> | 23,847 | 17.90% | -         | -     | 109,354          | 82.10% | <b>133,201</b> |
| <b>FEB</b> | 11,117 | 9.72%  | -         | -     | 103,300          | 90.28% | <b>114,417</b> |
| <b>MAR</b> | 7,198  | 6.41%  | -         | -     | 105,137          | 93.59% | <b>112,335</b> |
| <b>APR</b> | 5,647  | 5.46%  | -         | -     | 97,772           | 94.54% | <b>103,419</b> |
| <b>MAY</b> | 5,652  | 6.07%  | -         | -     | 87,521           | 93.93% | <b>93,173</b>  |
| <b>JUN</b> | 3,941  | 4.83%  | -         | -     | 77,663           | 95.17% | <b>81,604</b>  |

As of June 30, 2019 the District's portfolio was comprised of Certificates of Deposit (0%), investment pools (95.17%), and cash at depository banks (4.83%). The majority of District funds continue to be invested in TexPool. Therefore further discussion of TexPool is warranted and would be appropriate for readers of this report.



# TexPool Local Government Investment Pool

TexPool, organized in 1989, is the largest and oldest local government investment pool in the State of Texas. TexPool, like its participants, is governed by and must be compliant with the Texas Public Funds Investment Act. The Texas State Comptroller of Public Accounts oversees TexPool which is rated by Standards & Poor as AAAM.

The portfolio structure of TexPool as of June 30, 2019 with a weighted average maturity of 35 days was 42.3% in U.S. Government Agencies, 11.6% in U.S.



Treasury's, 1.2% Money Market Funds and 44.9% in repurchase agreements (repos). A repo is

economically similar to a secured loan, with the buyer receiving securities as collateral. There is little that prevents any security from being employed in a repo; but TexPool only accepts U.S. Treasury or Government bills as securities involved in a repo. In this exchange legal title to the securities clearly passes from the seller to TexPool.

TexPool also provides another investment instrument called TexPool Prime. The portfolio structure of TexPool Prime as of June 30, 2019 with a weighted average maturity of 31 days was 32.9% in backed commercial paper, 33.0% in financial company commercial paper, 8.9% company investment, 4.6% in non-financial company commercial paper and 20.6% in U.S. government agency repurchase agreement.



# Investment Strategies for 2019-2020

As investment officers for the District we will not be over-aggressive in pursuing value and our overriding focus will continue to be the safety of principal and meeting cash liquidity needs. The investment strategies for Tomball ISD will remain conservative in scope and somewhat limited in diversity. In the past ten years with yields for investments of two years or less being so poor, it has been very difficult to find value in diversification beyond that offered by the investment pools. The best decision for improving interest yield has been to add commercial paper to the authorized investments. The approval of commercial paper allowed the District to invest in other investment pool instruments generating much higher yields. This began in 2015-2016 and will continue as our primary investment income strategy for 2019-2020.

The Federal Reserve Board is charged with creating an economic environment that fosters maximum employment and overall price stability by responding inflation. For the most part, concern for the unemployment and inflation levels is no longer an issue for the Federal Reserve. The target range for the federal funds rate was lowered 50 bps. The most recent projections from Fed officials show anticipation of a decrease possibly in 2019. Future predictions for 2020 to 2022 remain relatively unchanged.

With possibility that cuts will continue, we allocated funds into a short-term CD (2.48 APY).

The target benchmark for the 2019-2020 fiscal year will be to achieve the yield to maturity of 6-month Treasury Bill in the 2019-2020 fiscal year.

# **Resolution Stating Review of Investment Policies and Strategies and Designation of Investment Officers for the Tomball Independent School District for 2019-2020**

WHEREAS, Section 2256.005, Texas Government Code, as amended, requires the governing body of an investing entity review its investment policy and investment strategies not less than annually;

WHEREAS, the Board of Trustees of the Tomball Independent School District, "District", has adopted an Investment Policy for the District, in board policy CDA (Local), pursuant to Chapter 2256, Texas Government Code, as amended; AND

WHEREAS, the Board of Trustees wishes to designate one or more employees of the District as investment officer to be responsible for the investment of its funds consistent with the Investment Policy;

NOW BE IT THEREFORE RESOLVED BY THE BOARD OF TRUSTEES OF THE TOMBALL INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. The Investment Policy described in CDA (Local), and investment strategies contained in such policy, has been reviewed and is hereby approved with no changes.

Section 2. The Superintendent, Chief Financial Officer, and Director of Risk Management and Employee Benefits of the District are hereby named as investment officers of the District to be responsible for the investment of its funds consistent with the Investment Policy.

Section 3. The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

Section 4. It is hereby found, determined, and declared that sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of Tomball Independent School District at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public at the regular meeting place of the governing body for the time required by law preceding this meeting, as required by Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and the contents and posting thereof.

**ADOPTED October 15, 2019.**

**ATTEST:**

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President of the Board of Trustees

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Secretary of the Board of Trustees.

## Resolution Approving Investment Training Providers for 2019-2020

WHEREAS, Section 2256.008(a-1), Texas Government Code, as amended, requires the Treasurer, Chief Financial Officer if the Treasurer is not the Chief Financial Officer and investment officer of a school district to attend an investment training session not less than once in a two-year period and receive not less than eight hours of instruction relating to investment responsibilities from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer; as provided in the investment policy of the school district;

WHEREAS, the Texas Association of School Boards (TASB), the Texas Association of School Administrators (TASA), the Texas Association of School Business Officials (TASBO) or its local affiliates, and Region IV Education Service Center provide investment training sessions relating to investment responsibilities; AND

WHEREAS, the Board of Trustees of Tomball Independent School District, "District", wishes to approve TASB, TASA, TASBO or its local affiliates, TexPool, and Region IV as independent sources of instruction to provide investment training sessions required by Section 2256.008(a-1);

NOW BE IT THEREFORE RESOLVED BY THE BOARD OF TRUSTEES OF THE TOMBALL INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. TASB, TASA, TASBO or its local affiliates, TexPool, and Region IV are hereby approved as independent sources of instruction relating to investment responsibilities for the designated investment officers of the District as required by Section 2256.008(a-1), Texas Government Code, as amended.

Section 2. It is hereby found, determined, and declared that sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of Tomball Independent School District at which this resolution was adopted was posted at a place convenient and readily accessible at all times to the general public at the regular meeting place of the governing body for the time required by law preceding this meeting, as required by Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and the contents and posting thereof.

**ADOPTED October 15, 2019.**

**ATTEST:**

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President of the Board of Trustees

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Secretary of the Board of Trustees

## Recommended Broker/Dealers List for 2018-2019

A broker is an individual, investment bank, investment firm, or commercial bank that finds a willing buyer and a willing seller and then executes transactions with each. A dealer is an individual, investment bank, investment firm, or commercial bank that purchases or sells securities for purchase or sale to other investors. All broker/dealer firms are required to register with the Securities and Exchange Commission (SEC) and join a self-regulatory organization such as the National Association of Securities Dealers (NASD) or the New York Stock Exchange (NYSE).

*Primary* brokerage firms are banks and securities investment firms that are pre-approved to trade in U.S. Government securities with the Federal Reserve System. In order to trade with the Federal Reserve these firms are monitored by the Federal Reserve and must meet the highest capital standards. All government securities are initially sold exclusively to these firms, who in turn resale to other investment firms or individual investors.

There is a second tier of brokerage firms. These firms are not monitored by the Federal Reserve and are typically called *national* or *regional* brokerage firms. These firms must be registered with the Securities and Exchange Commission. Many do business world-wide, but primarily nationally by regions within the United States.

The last broker/dealer firm is the independent. An independent is usually acting only as a broker mediating transactions between the primary and regional firms and willing buyers. Independent brokers in Texas must be registered with the Texas State Securities Board.

In compliance with Texas *Government Code* 2256.025, Board Policy CDA (Legal) states, “The governing body or a designated investment committee, shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the entity.” It is recommended the following investment broker/dealer firms be adopted as the approved list for the district:

**Specific Brokerage Firms:**

|                                |                       |
|--------------------------------|-----------------------|
| J.P. Morgan Securities, LLC    | <i>Primary Dealer</i> |
| Morgan Stanley & Co., LLC      | <i>Primary Dealer</i> |
| RBC Capital Market, LLC        | <i>Primary Dealer</i> |
| UBS Securities, LLC            | <i>Primary Dealer</i> |
| Wells Fargo Securities, LLC    | <i>Primary Dealer</i> |
| A.G. Edwards & Sons, LLC       |                       |
| Duncan Williams                |                       |
| First Public Investments       |                       |
| FTN Financial Securities Corp. |                       |
| SAMCO Capital Markets          |                       |
| Vining Sparks                  |                       |

Each broker/dealer is asked to provide a certification letter acknowledging their receipt and understanding of the District's investment policies (a copy of this letter follows). Each broker/dealer is asked to provide a copy of their registration with the Texas State Securities Board and their membership certificate in the National Association of Securities Dealers. Independent broker/dealers are also asked to provide a list of references that identifies the governmental entities they currently serve, or have served in the past. Having received all the requested documentation from the listed broker/dealers, it is recommended the Board approve the broker/dealer representatives listed below:

*Specific Representatives of Brokers/Dealers or Independent Brokers:*

|               |   |
|---------------|---|
| Mike Smith    | Vining Sparks IBG (national firm)       |
| Anne Jenkins  | A.J. Capital Corp. (independent)        |
| Heath Barber  | Coastal Securities (regional firm)      |
| Trent Toon    | First Public (Lonestar Investment Pool) |
| Tony Sekaly   | Texas Class                             |
| Steve Vaughan | Spirit of Texas Bank                    |

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## **TOMBALL INDEPENDENT SCHOOL DISTRICT**

### **BROKER/DEALER CERTIFICATION LETTER**

**[as required by Texas Government Code 2256.005(k)]**

I, as a registered principal or manager for the firm \_\_\_\_\_ do hereby certify that I, and the broker covering this account, \_\_\_\_\_ have received and reviewed the investment policy of the Tomball Independent School District.

We acknowledge this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this firm and the Tomball Independent School District that are NOT specifically authorized by the District's Investment Policy. The firm cannot be held responsible for the makeup of the District's entire portfolio or an interpretation of said portfolio, which requires an analysis of subjective investment standards.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# TEXPOOL ACCOUNT ANALYSIS

AND

## DETAIL ON SECURITIES AND CERTIFICATES OF DEPOSIT

The district had realized and unrealized interest income totaling **\$5,022,051** for the 2018-2019 fiscal year. Most of this interest income was received from investments in TexPool. TexPool is a major component of the investment strategy for the district. Because of the importance of TexPool, information on TexPool and its investment policies have been included in the appendices of this report.

The following pages detail the investment activity for the entire year with TexPool investments divided by quarter. The list certificates of deposit are those instruments held during the fiscal year ending as of June 30, 2019.