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## 1604 INVESTMENT REPORTING

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Subject: Investments  
Effective: December 1986  
Revised: May 2006  
Last Reviewed: April 2018  
Resp. Office: Investment  
Approval: VP for Finance

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### PURPOSE

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To establish policies to govern the preparation of, and responsibility for, investment reporting.

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### POLICY

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1. The preparation of periodic investment reports is the joint responsibility of the Offices of the Treasurer and Investments. The Office of the Treasurer is responsible for monthly updating of the University's accounting systems; monthly preparation of final statements for investments and monthly posting of AIF unrealized gains, realized gains and income to appropriate funds. The Office of Investments is responsible for investment performance and asset allocation information.
2. Investment reports issued to donors, beneficiaries and interested parties on individual trust funds, which include tax information, are the responsibility of the Office of the Treasurer. These reports will be prepared in consultation with the Office of Investments, as appropriate.