

Help Sheet: Investments

Arlingclose Online Spreadsheets

Purpose

The Investments spreadsheet is designed to hold records of the local authority's long-term investments, including strategic pooled funds, if any. Data in this workbook feeds through to the liability benchmark spreadsheet and the pooled fund report.

Some authorities will have nothing to enter into this spreadsheet, in which case it can be left blank.

There are currently two input pages: "Long-term" and "Strategic"

Input - Long-term

Please enter all of the authority's long-term investments (other than pooled funds) as at the last balance sheet date and all those agreed since. Long-term means over 365 days. You should include forward-starting investments that have already been agreed. Planned investments should only be entered as part of a scenario.

There are a series of input options outlined below:

Pool	Counterparty	Reference (optional)	Interest basis	Repayment style	Repayment frequency	Start date	End date	Original principal £	Interest rate
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Under each heading please include the following using one row per long-term investment:

- **Pool:** Leave blank for treasury investments, enter "C" for commercial investments, "H" for HRA service loans, "S" for General Fund service loans; or enter 1-5 for scenarios. See [here](#) for more information on scenarios.
- **Counterparty:** Select the counterparty from the dropdown list. If using excel online, start typing the name of the counterparty and the options will appear in the dropdown menu. There are options for local charities, local subsidiaries, etc. Please contact us if you need additional counterparty names adding.
- **Reference:** This is an optional field. You can enter a trade reference or other identifying text as you wish.
- **Interest basis:** Enter the interest rate basis: fixed or variable, selected from the dropdown menu.
- **Repayment style:** Enter the repayment profile: annuity, EIP or maturity, selected from the dropdown menu.
- **Repayment frequency:** Enter the frequency of principal repayments: quarterly, semi-annual or annual selected from the dropdown menu. Only applies to investments that are not maturity repayment.

- **Start date:** The date the investment started, in DD/MM/YYYY format. If you have trouble entering dates in excel online, please check your regional settings are set to UK under File > Options > Regional Settings.
- **End date:** The date the investment matures, in DD/MM/YYYY format.
- **Original principal:** The amount borrowed in £. For EIP and annuity investments, this should be the original amount of the loan, net of any partial premature repayment.
- **Interest rate:** The interest rate currently payable on the loan, entered in the format 1.23%.

Input - Strategic

Please enter all of the authority’s strategic pooled fund investments (i.e. excluding money market funds and cash plus funds). Planned investments should only be entered as part of a scenario.

There are a series of input options outlined below:

Pool	Share class	Purchase details							Sale details				
		Number of shares	Trade date	Settlement date	Switch in	Price per share (p)	Fee paid (£)	Purchase cost (£)	Trade date	Settlement date	Switch out	Price per share (p)	Fee paid (£)

Under each heading please include the following data. You should use a separate row for each fund purchase and complete the “Purchase details” section. If you sell the holding, please complete the “sale details” section. If you subsequently sell only part of a fund holding, please split the original purchase entry into two rows, one for the shares sold and one for the shares you continue to hold.

- **Pool:** Leave blank for actual investments; or enter 1-5 for scenarios. See [here](#) for more information on scenarios.
- **Share class:** Select the fund and share class from the drop down list. Please get in touch if you are invested in a fund or share class not listed.
- **Number of shares:** The number of shares or units purchased.
- **Trade date:** The date the transaction was agreed, i.e. when you were contractually committed to it, in DD/MM/YYYY format. If you have trouble entering dates in excel online, please check your regional settings are set to UK under File > Options > Regional Settings.
- **Settlement date:** The date the cash was transferred to/from the fund manager, usually a few days after the trade date, in DD/MM/YYYY format.
- **Switch in/switch out:** If you exchange one share class for another share class of the same fund, please enter “Y” against both sale and purchase entries. An error message will appear in cell K1 if the sale and purchase have different values.
- **Price per share:** The price per share or unit that you have transacted at - entered in pence.
- **Fee paid:** Any direct costs associated with the transaction, e.g. dilution levy or broker charge.



The purchase cost or sale value will calculate automatically from the number of shares multiplied by the price per share, plus/minus fee paid. Please check this figure against your contract note.

More Help

Further help sheets are available at <https://www.arlingclose.com/insights/help-sheets>.

If you have any further queries, please email the Arlingclose team at treasury@arlingclose.com.

Arlingclose Limited
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