

## **District Investment Policy**

It is the policy of the Board of Directors of the San Mateo County Resource Conservation District that the only investment to be made with funds (advances) on government grants in the care, custody or control of the District is the transfer of such funds into and out of the District's savings account. The savings account has no minimum or maximum time limit in which funds must remain in the account.

All bank accounts will be at institutions insured by the federal government or an entity of the federal government against loss. Balances in any bank account shall not exceed the amount of this insurance.

The intent of the Board of Directors is to accrue interest on advanced funds, if appropriate and not contractually prohibited, and use the interest generated to increase the ability of the RCD to deliver its mission..

Funds held in District checking account(s) will be reviewed no less than quarterly to determine if funds may be transferred to the District savings account to accrue interest. Only those individuals authorized by the board of directors may make that determination and move funds.

Separation of duties among employees involved in cash management activities is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliations are conducted to ensure proper handling of all transactions. The investments and all related transactions are reviewed and balanced to appropriate general ledger accounts on a monthly basis and reviewed by the District's chief financial officer. An independent analysis by an external auditor shall be conducted annually to review internal control, account activity, and compliance with policies and procedures.

Only those designated as signatories on District bank accounts, as well as the District's chief financial officer , may move funds between the District's checking and savings accounts.